DOCUMENT RESUME

ED 469 888 JC 020 721

| | |
|---|---|
| TITLE | Follow-Up Study of Fiscal Year 2001 Occupational Program Graduates. |
| INSTITUTION | Illinois Community Coll. Board, Springfield. |
| PUB DATE | 2002-10-00 |
| NOTE | 103p.; For the Fiscal Year 2000 version, see ED 457 929. |
| AVAILABLE FROM | For full text: http://www.iccb.state.il.us/HTML/pdf/reports/fy01occupfollowuprpt.pdf. |
| PUB TYPE | Numerical/Quantitative Data (110) -- Reports - Research (143) |
| EDRS PRICE | EDRS Price MF01/PC05 Plus Postage. |
| DESCRIPTORS | *College Graduates; *Community Colleges; *Degrees (Academic); *Economic Impact; Educational Benefits; Employment; Followup Studies; Graduate Surveys; *Outcomes of Education; Program Evaluation; Two Year College Students; Two Year Colleges; Vocational Followup |
| IDENTIFIERS | *Illinois Community College System |

ABSTRACT

Results of a new statewide study on the benefits of the Illinois Community College System by economists document that community colleges have a strong positive impact on the state. The study found that investing in the completion of an associate degree translates into more than $345,000 in additional income over the remainder of a person's career, an increase of 36% over the typical earnings of individuals with a high school diploma/GED. The study also reports on the positive impact of community colleges on the area economy. This report contains information supplied by graduates of selected occupational programs in Illinois community colleges. Surveys were mailed to 3,732 graduates six to nine months after graduation. A total of 2,116 (56.7%) responded. The majority of usable respondents (71.2%) came from these broad CIP areas: Administrative and Secretarial Services; Health and Medical Diagnostic and Treatment Services; and Business and Administration and Management. Findings include: (1) 86.6% of respondents were employed; (2) 27.9% were continuing their education; (3) 91.3% were employed or continuing their education; (4) 83.6% held full-time status in their jobs; (5) 71.7% obtained their current positions while enrolled or after graduation; and (6) the average salary was $14.96 per hour, or 2.9 times minimum wage ($5.15 per hour) at the time of the survey. (Contains 25 figures, 15 tables, and 10 references.) (NB)

Reproductions supplied by EDRS are the best that can be made
from the original document.

ED 469 888

# FOLLOW-UP STUDY

## of Fiscal Year 2001 Occupational Program Graduates

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

V. McMillan

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

Illinois Community College Board
401 East Capitol Avenue
Springfield, Illinois 62701-1711
Voice: (217) 785-0123
Fax: (217) 524-4981
www.iccb.state.il.us

October 2002

TC020721

BEST COPY AVAILABLE

Illinois Community College Board

# FOLLOW-UP STUDY OF FISCAL YEAR 2001 OCCUPATIONAL PROGRAM GRADUATES

TABLE OF CONTENTS


Page

Introduction ..... 1
Occupational Program Areas Surveyed in FY 2002 by CIP Category ..... 4
Part I: Statewide Analysis ..... 5
Part II: Program-Specific Analysis ..... 7
- Health and Medical Diagnostic and Treatment Services ..... 7
- Emergency Medical Technology/Technician ..... 8
- Medical Radiological Technology/Technician ..... 10
- Respiratory Therapy Technician ..... 12
- Surgical/Operating Room Technician ..... 15
- Diagnostic Medical Sonography ..... 17
- Administrative and Secretarial Services ..... 20
- Administrative Assistant/Secretary, General ..... 21
- Executive Assistant ..... 23
- Legal Administrative Assistant/Secretary, General ..... 26
- Information Processing/Data Entry Technician ..... 28
- General Office/Clerical and Typing Services ..... 30
- Business Administration and Management ..... 33
- Office Supervision and Management ..... 35
- Operations Management and Supervision ..... 37
- Dental Services ..... 39
- Dental Assistants ..... 40
- Dental Hygienists ..... 42
- Cosmetic Services ..... 44
- Cosmetologists ..... 44
- Therapeutic Massage ..... 47
- Fire Protection ..... 48
- Fire Protection and Safety Technology/Technician ..... 49
- Culinary Arts and Related Services ..... 51
- Baker/Pastry Chef ..... 52
- Culinary Arts/Chef Training ..... 54
- Food and Beverage/Restaurant Operations Manager ..... 56
- Construction and Buildings Finishers and Managers ..... 59
- Building/Property Maintenance Manager ..... 59
- Civil Engineering/Civil Technology/Technician ..... 61

TABLE OF CONTENTS
(Continued)

Page

Conclusion and Recommendations ..... 63

Bibliography ..... 71

Appendix A: Occupational Follow-up Study Overview Tables for Selected Occupational Programs ..... 72

Appendix B: Statewide Occupational Follow-up Study Tables for Selected Occupational Programs by Classification of Instructional Program Code ..... 75

Appendix C: College-Level Occupational Follow-up Study Tables for Selected Occupational Programs by Classification of Instructional Program Code ..... 90

Illinois Community College Board

# FOLLOW-UP STUDY OF FISCAL YEAR 2001 OCCUPATIONAL PROGRAM GRADUATES

## Introduction

Community colleges offer an array of occupational courses and programs to help individuals build skills for success in the workplace. These education and training initiatives in turn help provide Illinois with the skilled workforce needed to compete successfully in the marketplace. Hence, benefits accrue to the individuals who receive training, employers and the economic region. Results of a new statewide study on the economic benefits of the Illinois Community College System by economists document that community colleges have a strong positive impact on the state. The study entitled, *The Socioeconomic Benefits Generated by 39 Community College Districts in Illinois*, was produced by CCBenefits, Inc. a nationally recognized organization which specializes in economic analysis. Several major benefits of attending an Illinois Community College emerged from the study, including:

- Higher earnings realized by exiting students.
- Increased tax revenue generated by improved earnings of community college students.
- Expansion of the skill base, a key element in attracting new business to Illinois and in business retention.
- Avoided social services spending that accompany higher levels of education.

For example, the study found that investing in the completion of an associate degree translates into more than $345,000 in additional income over the remainder of a person's career. That is a premium of 36 percent over the typical earnings level of individuals with a high school diploma/GED. Similarly, individuals completing one-year certificates earn an average of 16 percent more than someone with a high school education. The economists further documented that taking a single course yields tangible earnings benefits. For every 3-hour course completed at an Illinois community college students, on average, earn $360 more per year every year that they are in the workforce.

Illinois community college students, on average, enjoy a 26.1% rate of return on their investments of time and money. All costs, including foregone earnings while attending the community college, will be recovered in a little more than five and a half years.

While students are the primary beneficiaries of the impact of a community college education, taxpayers and the state also experience economic gains from the Illinois Community College System. The study documented these outcomes as well. Community college operating and capital expenditures along with their wages and salaries account for more than $1.5 billion in the Illinois economy. Illinois taxpayers will see a rate of return of 13.8% on their fiscal support for community colleges which compares favorably with other investment options. Taxpayers recover all costs within a short payback period of 9.1 years. More than 9 out of 10 community college students remain in the state paying taxes on their growing salaries and contributing to job creation in Illinois.

The study found that the accumulated contribution of past community college instruction adds more than $8.4 billion in annual earnings to the state's economy.

Community colleges and their programs positively impact the area economy and are likewise impacted by economic conditions. Community colleges are a positive force for economic change. According to recent *Chicago Tribune* and wire service reports, the current US economy remains sluggish. The relative strength in manufacturing in the first half of 2002 was attributed to retailers re-supplying their inventories after allowing shelves to go bare during the recession. Manufacturing has begun showing stagnation. Low interest rates helped spur consumer spending – which accounts for two-thirds of total economic activity – on everything from automobiles to houses. Analysts are counting on increases in both consumer spending and incomes to ease concerns that the country could be flirting with a substantial recession. Contributing factors include the recent renewed downturn in stock prices, recent declines in consumer confidence related to job security issues, and the uncertainty surrounding the potential for an overseas war. In Illinois state government, the revenue gap has been projected by some experts as potentially growing to more than $1.5 billion in the next fiscal year. Since community colleges play an important role in developing worker skills and providing economic development to business, industry and government they are being challenged and relied upon to provide increased services in an era of shrinking revenues.

The Illinois Community College System's *Occupational Follow-up Study Report* contains information provided by graduates of selected occupational programs regarding the effectiveness of their college experience and documents program outcomes. Data were obtained from responses to a standardized survey. The survey instrument addresses attendance objective, education status, employment status, salary, employment start-up, geographic location of employment, and satisfaction with employment, services and components of the educational program completed. In this year's report satisfaction ratings by graduates reflect the combined percentage of respondents who were satisfied and very satisfied with a survey item. When reviewed at the local level survey results have implications for colleges as they develop proposals for new programs and perform program review. Colleges use results to stay aligned with the changing job market and gauge the employment and compensation outcomes of their graduates. Part I of the report provides a statewide overview of survey outcomes. Part II includes an in-depth analysis of survey results by program area for colleges to use in reviewing their programs during the coming year. The Appendices contain data tables derived from the results of the survey. Appendix A presents a summary of responses by college and response rates by program area, Appendix B provides information by survey item, and Appendix C presents data by both college and program.

A total of 3,876 (Table A-2) graduates from selected Illinois community college programs in fiscal year 2001 were surveyed in March 2002. For most graduates, this was approximately six to nine months after program completion. Following receipt of the completed surveys, graduates from the following program areas were eliminated from the statewide analysis due to a low number of responses or low number of graduates: Nail Technology, Dietician Assistant, English Technical and Business Writer, Fire Services Administration, Fire Science/Firefighting, Construction/Cement Mason, Construction/Building Inspection, Dental Laboratory Technician, Cardiovascular Technology/Technician, Nuclear Medical Technology/Technician, Renal Dialysis Technology/Technician, Computerized Tomography, Magnetic Resonance Imaging, Purchasing, Procurement and Contracts Management, Logistics and Materials Management, and Court Reporter.

Removing the 16 selected graduates and their responses resulted in the use of 2,116 responses from a pool of 3,732 graduates. Therefore, the survey yielded a usable response rate of 56.7 percent (Table A-1). Table A-2 shows response rates by program.

The majority of graduate usable respondents (71.2 percent) came from programs in three broad CIP areas: Administrative and Secretarial Services, Health and Medical Diagnostic and Treatment Services, and Business and Administration and Management. Graduates from the remaining program areas combined accounted for the remaining 28.8 percent of all respondents. Overall statewide results are influenced by differences in program size and in the number of graduates responding to particular questions. Percentages cited throughout the report reflect the number of responses to each question.

Table 1

OCCUPATIONAL PROGRAM AREAS SURVEYED IN FY 2002
BY CIP CATEGORY

| CIP | Title |
|---|---|
| 1204 | COSMETIC SERVICES |
| 120403 | Cosmetologist |
| 120405 | Massage |
| 120410 | Nail Technology* |
| 1205 | CULINARY ARTS AND RELATED SERVICES |
| 120501 | Baker/Pastry Chef |
| 120503 | Culinary Arts/Chef Training |
| 120504 | Food and Beverage/Restaurant Operations Manager |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN |
| 150201 | Civil Engineering/Civil Technology/Technician |
| 2004 | INSTITUTIONAL FOOD WORKERS AND ADMINISTRATORS* |
| 200404 | Dietician Assistant* |
| 2311 | ENGLISH TECHNICAL AND BUSINESS WRITER* |
| 231101 | English Technical and Business Writer* |
| 4302 | FIRE PROTECTION |
| 430201 | Fire Protection and Safety Technology/Technician |
| 430202 | Fire Services Administration* |
| 430203 | Fire Science/Firefighting* |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS |
| 460401 | Building/Property Maintenance Manager |
| 460402 | Construction/Cement Mason* |
| 460403 | Construction/Building Inspection* |
| 5106 | DENTAL SERVICES |
| 510601 | Dental Assistant |
| 510602 | Dental Hygienist |
| 510603 | Dental Laboratory Technician* |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES |
| 510901 | Cardiovascular Technology/Technician* |
| 510904 | Emergency Medical Technology/Technician |
| 510905 | Nuclear Medical Technology/Technician* |
| 510907 | Medical Radiologic Technology/Technician |
| 510908 | Respiratory Therapy Technician |
| 510909 | Surgical/Operating Room Technician |
| 510910 | Diagnostic Medical Sonography |
| 510911 | Renal Dialysis Technology/Technician* |
| 510913 | Computerized Tomography* |
| 510914 | Magnetic Resonance Imaging* |

Table 1

OCCUPATIONAL PROGRAM AREAS SURVEYED IN FY 2002
BY CIP CATEGORY

| CIP | Title |
|---|---|
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMENT |
| 520201 | Business Administration and Management, General |
| 520202 | Purchasing, Procurement and Contracts Management* |
| 520203 | Logistics and Materials Management* |
| 520204 | Office Supervision and Management |
| 520205 | Operations Management and Supervision |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES |
| 520401 | Administrative Assistant/Secretary, General |
| 520402 | Executive Assistant |
| 520403 | Legal Administrative Assistant/Secretary |
| 520404 | Medical Administrative Assistant/Secretary |
| 520405 | Court Reporter* |
| 520407 | Information Processing/Data Entry Technician |
| 520408 | General Office/Clerical and Typing Services |

* Excluded from state report due to low number of graduates or low response rates.

## Part I: STATEWIDE OVERVIEW

Follow-up surveys were mailed to graduates of the selected occupational programs identified in Table 1 in spring 2002, approximately six to nine months after graduation. Graduates reported the following:

- 91.4 percent were employed or pursuing additional education or both (Table B-1).
- 86.6 percent of the occupational completers were employed (Table B-2).

  Among working graduates,

  - 83.6 percent held full-time status in their current jobs (Table B-2).
  - 77.1 percent were employed in positions related to the field in which they studied at the community college (Table B-5).
  - 71.7 percent obtained their current positions while enrolled or after graduating (Table B-7)
  - 93.0 percent were employed in Illinois. Of those, nearly two-thirds remained in the district where they received their training (Table B-8).
  - The average salary for all working graduates was $14.96 per hour -- 2.9 times minimum wage at the time of the survey ($5.15 per hour) (Table B-9).

- Graduates employed in full-time positions earned the equivalent of $32,011 annually.

- The average rate of unemployment (the percent of graduates who were unemployed and seeking work) was 5.6 percent (Table B-2).

- Nearly 28 percent of the respondents were pursuing additional education. Three-quarters of those enrolled in further study were taking course work in a related field (Table B-4).

- Graduates employed in positions related to their community college program were satisfied with their current positions (86.8 percent). Job satisfaction averaged 83.9 percent when graduates in unrelated positions were included. (Table B-10).

- Nine out of ten graduates expressed satisfaction with components of the program they completed (course content, lecture/lab experiences, equipment, facilities and materials, job preparation, preparation for further education, and labor market employment information) (Table B-11).

- Eighty-five percent of the graduates were also satisfied with college services, such as financial aid, academic advising, career planning, transfer planning, counseling, tutoring, library/audio visual, student activities -- Table B-12).

Graduates from similar program areas were surveyed five years ago. A comparison of follow-up survey outcomes from 1996 and 2001 (Figure 1) reveals more similarities than differences. Generally graduates from similar programs five years ago exhibited slightly higher performance and outcomes were within a few percentage points of more recent graduates. Part of the difference can be attributed to differing overall economic conditions at the two points in time. Illinois' economy was more favorable five years ago than it has been this year. Statewide unemployment in Illinois was 6.1 percent in 2002 and 4.8 percent in 1997. State unemployment figures are from March of the respective year which corresponds with the time frame when the surveys were conducted.

Comparative information shows that a slightly larger proportion of 1996 graduates were employed, continuing their education or both (93 percent for 1996 versus 91 percent for 2001). The percentage of graduates employed in 1996 was 89 percent versus 87 percent for the recent completers. A slight increase was noted in the percentage of survey respondents pursuing additional education among more recent graduates (28 percent for 2001 versus 25 percent for 1996). The percentage of recent graduates who were unemployed and seeking work was comparable for both groups. Approximately two-thirds of the graduates from both years were working in the community college district in which they received their training (65 percent in 2001 versus 67 percent in 1996). Earnings were up as the average hourly wage of $14.96 increased $3.49 from five years ago for all workers. (Note that the minimum wage increased $0.90 over the same period of time.) A larger percentage of the 2001 graduates were employed in their current position prior to program enrollment (28.3 percent among 2001 completers versus 20.1 percent for 1996 completers). One possibility is that more recent graduates are upgrading job related skills to position themselves for career advancement. More recent graduates exhibited slightly higher satisfaction ratings with their employment. Satisfaction with program components and college services were very similar.

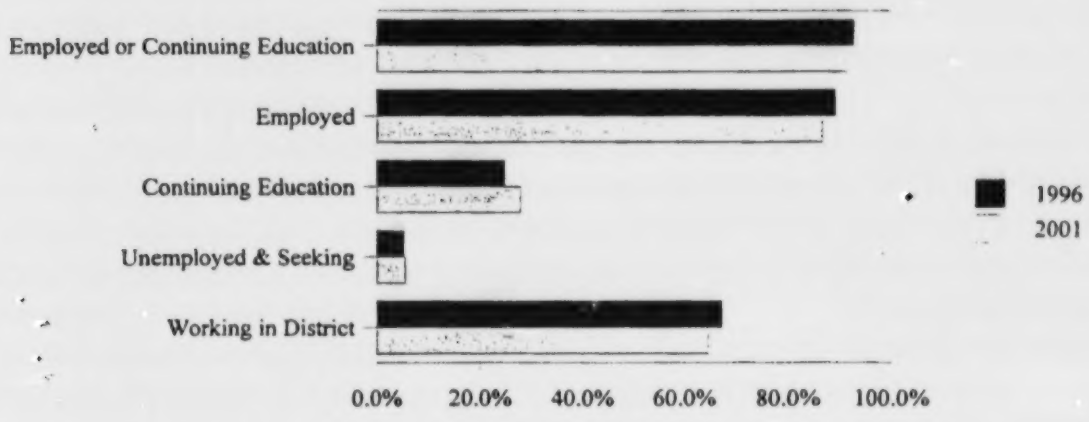


**Figure 1**. Comparison of Occupational Graduates: FY 1996 & FY 2001

## Part II: PROGRAM-SPECIFIC ANALYSIS

In this portion of the report results from individual programs are examined. Occupational overview, employment outlook, and earnings are adapted from authoritative sources that provide essential contextual and comparative information. Two primary sources are used for state and national information and data. The *Career Information System* (2003) or *CIS* contains Illinois specific employment projections and salary data and is created by a division of the Illinois Department of Employment Security. National overview, outlook, and earnings data are provided by the *Occupational Outlook Handbook (2002-2003)* which is produced by the U.S. Bureau of Labor Statistics. Contributions by the authors of these reference documents are recognized and fully acknowledged.

Nationally, the number of jobs for health technicians is expected to grow much faster than average through the year 2010. (*CIS*, 2003)

**Health and Medical Diagnostic and Treatment Services.** Community colleges provide intensive training to individuals in a variety of medical diagnostic, support and treatment speciality areas. Nationally, employment opportunities for health technicians are expected to grow much faster than average through the year 2010. Hospitals remain a major employer of these graduates. However, employment is expected to grow most in medical offices, clinics, and diagnostic imaging centers. Managed care and the accompanying efforts to control costs continue to create opportunities for graduates outside the hospital setting. Additionally, a significant part of the population including the baby boomers are aging, people are living longer, and a more educated public possess elevated expectations for healthcare. These are some of the factors that are expected to create additional demand for medical testing and services. (CIS, 2003).

The following Health and Medical Diagnostic and Treatment programs were excluded from the analysis due to a small number of respondents: Cardiovascular Technology/Technician, Nuclear Medical Technology/Technician, Renal Dialysis Technology/Technician, Computerized Tomography, and Magnetic Resonance Imaging. The five community college Health and Medical Diagnostic and Treatment programs included in this year's report are:

| Program Area | CIP Code |
|---|---|
| Emergency Medical Technology/Technician | 510904 |
| Medical Radiologic Technology/Technician | 510907 |
| Respiratory Therapy Technician | 510908 |
| Surgical/Operating Room Technician | 510909 |
| Diagnostic Medical Sonography | 510910 |

The short-term forecast for EMTs through 2003 is unfavorable in Illinois. Longer term, EMT employment opportunities in Illinois are expected to grow about as fast as average through 2008. *CIS* (2003)

**Emergency Medical Technology/Technician.** Emergency Medical Technicians (EMTs) develop medical treatment skills, learn basic rescue techniques and the handling of hazardous materials. EMTs provide vital medical attention and monitoring as they transport sick or injured patients to medical facilities to be cared for by doctors. In addition to transporting patients to medical facilities and providing emergency treatment as needed, EMTs replace used supplies and check equipment after each run. EMTs may also receive additional training in advanced life support techniques to address incidents as varied as heart attacks, drownings, childbirth, and gunshot wounds. (*CIS*, 2003 and *Occupational Outlook Handbook, 2002-2003 Edition.*)

According to *CIS* (2003), in Illinois this is a medium-sized occupation employing about 7,180 workers. Nationally, about 172,100 EMTs work in this medium-sized occupation. There are many more volunteer EMTs who tend to work in smaller cities, towns, and rural areas. In Illinois, all types of EMTs must be licensed by the Illinois Department of Public Health. To be licensed (EMT-B), an individual must: be at least 18 years old and have a valid driver's license; possess a high school diploma/GED; complete an approved EMT training program; successfully pass the licensure exam; and pay the required fee. (*CIS*, 2003)

In Illinois, employment of EMTs is expected to grow about as fast as average through 2008. Annual job openings are projected at about 300. According to *CIS* (2003), the short-term forecast for emergency medical technicians through the year 2003 is unfavorable in Illinois. Nationally, the number of jobs for emergency medical technicians is expected to grow faster than average through the year 2010. Pay and benefits usually are better with fire, police, and rescue squads. Applicants for these positions will face more competition and job growth will be slower in public agencies.

One hundred and sixty-four EMT graduates responded to the survey yielding a response rate of 40.6 percent. There were EMT graduates from thirteen Illinois community colleges with the most coming from College of DuPage (N=128), Malcolm X (N=119), and Wilbur Wright (N=86). Overall outcomes for EMT graduates were strongly positive. Ninety-six percent of the respondents were

either working, pursuing additional education, or both. Two-thirds of the graduates pursuing further training were studying in a related field. Ninety percent of the EMT graduates were employed and eight out of ten held full-time positions. The unemployment rate for EMT graduates was low at 2.5 percent. Nearly one-half of the graduates held their current positions prior to program entry, one third started their latest position after program completion, and the remaining 14.5 percent started working while enrolled. A portion of the individuals in related lines of work are using EMT training to gain additional skills and expand their career options and opportunities.

Two thirds of employed graduates were working as EMTs or in related positions. The percentages working in related jobs were similar among full and part-time workers. Seven graduates could not find a position in the field and one did not meet licensure requirements. Other reasons cited for working in an unrelated position with the number in parentheses included: Other/no information (N =12); preferred working in another field (N = 9); found better pay elsewhere (N = 7); took another temporary job (N = 7); preferred not to relocate (N = 2); worked in the field previously but changed (N = 2); another job provided preferred working hours (N = 1). Virtually all the employed EMT graduates were working in Illinois with over two-thirds remaining in the district where they were trained.

Illinois community college system EMT graduates working in full-time positions earned above average wages at $17.06 an hour or approximately $35,485 a year. EMT graduates employed part-time earned $11.16 per hour. According to *CIS* (2003) pay varies by employer type and community size. Pay is better for local government employees (versus hospitals or private ambulance services) and in larger cities. In Illinois, the median wage for EMTs is $2,030 per month ($11.70 per hour). Nationally, the median wage for EMTs is $1,870 per month ($10.80 per hour). Half of all emergency medical technicians earn between $1,495 and $2,440 per month ($8.60 and $14.05 per hour).

Eighty-four percent of the graduates working as EMTs were satisfied with their work. The work frequently involves first response treatment of injured and/or seriously ill people and can be simultaneously challenging, rewarding, and stressful. Three out of four EMT graduates working outside the field were satisfied with their positions as well.

Overall, 92.0 percent of the graduates were satisfied with the components of the EMT training programs they completed. Course content (98.2 percent) and lecture/lab experience (95.1 percent) received the highest ratings. On the low end of the ratings, eight out of ten EMT graduates were satisfied with labor market information provided.

Similarly, overall nearly nine out of ten EMT graduates were satisfied with college services. The number of individuals using particular college services varies. Ratings were generally high across the board. Students were most satisfied with library services and A/V materials (98.2 percent) followed by transfer planning and tutoring (both 92.3 percent) and student activities (92.0 percent). Financial aid was rated lowest but still showed that three-quarters of the EMT graduates were satisfied with the service.

Figure 2 contains some comparative information between EMT graduates in 2001 and 1996. Outcomes were favorable during both timeframes. Employed and/or continuing education levels were high among both groups of graduates with current completers showing slightly more positive outcomes (95.7 percent versus 92.1 percent). Nine out of ten FY1996 and 2001 graduates were

employed. The number of EMT graduates working in the district was similar with slightly more local area employment among recent graduates (69.0 percent versus 63.6 percent). Additional recent graduates were continuing their education more frequently (6.5 percent versus 2.9 percent). Unemployment levels were low for both groups of graduates.

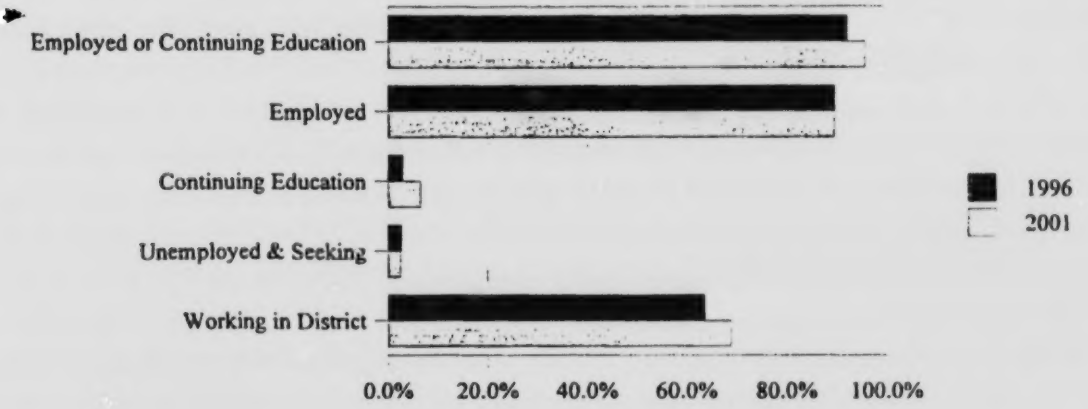


**Figure 2** Emergency Medical Technology/Technician Graduates: FY 1996 & 2001

Bottom Line – Outcomes and satisfaction levels of EMT graduates were strongly positive. Overall among EMT graduates employment and/or education outcomes were high (96.6 percent) and earnings for full-time workers was above average ($17.06/hour) for the field. Two thirds of employed graduates were working in a related position. Most who worked outside of the field did so as a personal preference. Among EMT graduates, there were 7 indicating they could not find a position in the field and one who did not meet licensure requirements. These individuals could benefit from further direct assistance from college officials. The unemployment rate for EMT graduates was 2.5 percent. Eighty-four percent of the graduates working as EMTs were satisfied with their positions and satisfaction levels were even higher for college services (87.8 percent) and the components of the programs they completed (92.0 percent). Although positive for both groups, outcomes for current EMT graduates compare favorably to those from five years ago.

In Illinois radiologic technologist employment opportunities are expected to increase about as fast as average through 2008. *CIS* (2003)

**Medical Radiological Technology/Technician.**

Radiological Technologists and Technicians take x-rays and administer non-radioactive materials into patients' blood streams for diagnostic purposes. Techs receive instructions from doctors about the areas of the body to x-ray and procedure to use. Responsibilities of Radiological Techs also include explaining procedures to patients, answering their questions and positioning the patient. Lead shields are used to prevent unnecessary radiation exposure. Radiological Techs analyze the images and consult with doctors in their interpretation. These images help doctors identify and treat medical problems. Experienced Radiological Techs perform more complex imaging procedures such as fluoroscopy which involves

the patient drinking a special solution that allows them to see soft tissues of the body. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

According to *CIS* (2003) in Illinois about 7,670 people are employed in this medium-sized occupation. Nationally, the occupation is also mid-sized employing about 167,400 individuals with approximately one-half of all Radiologic Techs working in hospitals. In Illinois, employment of Radiologic Techs is expected to increase about as fast as average through 2008. About 190 openings are expected each year. According to *CIS* (2003) the short-term forecast for Radiologic Techs through the year 2003 is favorable. Nationally, the number of jobs is expected to grow faster than average through the year 2010.

One hundred and forty-eight Radiologic Tech graduates responded to the survey yielding a 55.0 percent response rate. Eighteen Illinois community colleges reported responses from Radiologic Tech graduates. Among the colleges with the largest number of responses were Illinois Central (N=14), Southwestern (N=14), Kaskaskia (N=13), and Kankakee (N=12). Nearly all (99.3 percent) Radiologic Tech graduates were either working, continuing their education or both. The vast majority were employed with 95.0 percent working as Radiologic Techs. Nine out of ten working graduates were in full-time positions. No graduates were unemployed. Twenty-one of the twenty-four Radiologic Tech graduates continuing their education were studying in a related field. A total of seven graduates were working outside of the field with most electing to pursue other work situations. One graduate could not find a job as a Radiologic Tech and another individual did not become licensed. Nearly eight out of ten Radiologic Tech graduates began their current positions after program completion. Just over one-half of the employed graduates worked in the district where they were trained. Almost one-third located employment outside the college district boundaries but in-state. The remaining 17.5 percent went out of state to locate employment making them among the most mobile graduates.

Radiologic Tech graduates working full-time earned $16.60 an hour or about $34,528 a year. Graduates in part-time positions reported comparable earnings at $16.34 per hour. These earnings are competitive in the marketplace. According to *CIS* (2003) in Illinois, the median wage for Radiologic Techs is $2,835 per month ($16.35 per hour). Nationally, the median wage for Radiologic Techs is $3,000 per month ($17.30 per hour). Half of all Radiologic Techs earn between $2,520 and $3,615 per month ($14.55 and $20.85 per hour). (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Radiologic Tech graduates employed full-time expressed high levels of satisfaction with their positions with a score of 92.3 percent. The small number of part-time workers were also generally satisfied (83.3 percent). Radiologic Techs were remarkably consistent in their high satisfaction ratings across the various program components. Overall, Radiologic Techs reported a 96.6 percent level of satisfaction with the components of the programs that they completed. Nearly all components were at 95 percent or above. Although still generally satisfied, Radiologic Tech graduates were somewhat less satisfied with college services with an overall approval rating of 88.1 percent. They were most favorably impressed by the library materials (98.2 percent), and career (93.5 percent) and transfer (93.3 percent) planning. Only one item was below eighty percent satisfaction – financial aid at 75.3 percent.

Figure 3 contains some comparative information about Radiologic Tech graduates in 2001 and 1996. Graduates in both years show favorable outcomes. Current graduates demonstrated an employed and/or continuing education level of 99.3 percent with graduates from five years ago nearly as high at 96.5 percent. Ninety-five percent or more of the FY1996 and 2001 graduates were employed. For both years, about fifty-two percent of the Radiologic Tech graduates were working in the district. Few graduates were enrolled in further education in either year. No FY2001 graduates were unemployed and the unemployment level among FY1996 completers was 3.3 percent.

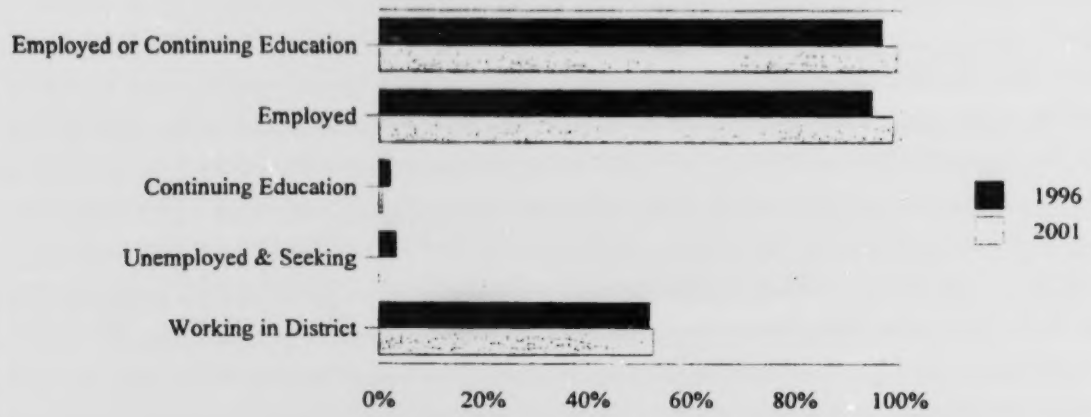


**Figure 3**. Medical Radiologic Technology/Technician Graduates: FY 1996 & 2001

Bottom Line – Radiologic Tech graduates showed strong positive outcomes and high levels of satisfaction. Radiologic Techs were primarily employed and 95.0 percent were working as Radiologic Technicians. Earnings for full-time workers were competitive for the industry at $16.60/hour. One Radiologic Tech graduate could not find a job in the field and another individual did not become licensed. The unemployment rate for Radiologic Tech program graduates was zero. Radiologic Techs working full-time were highly satisfied with their positions (92.3 percent). Overall, Radiologic Tech completers reported a 96.6 percent level of satisfaction with the components of the programs that they completed and rated all components consistently high. College services were received a 88.1 percent satisfaction rating. A comparison between current graduates and those from five years ago shows consistently high achievement across the years with the more recent graduates performing at slightly elevated levels.

In Illinois, employment of Respiratory Therapists is expected to increase faster than average through 2008. *CIS* (2003)

**Respiratory Therapy Technician.** Respiratory Therapy Techs provide direct and specific respiratory care procedures under the direction of respiratory therapists and physicians. Respiratory Therapy Techs evaluate, treat, and care for patients with breathing disorders. Opportunities are expected to be best for Respiratory Therapists who have experience working with infants or cardiopulmonary patients who have problems that involve both the heart and lungs. Much of the demand for Respiratory Therapists will be due to the aging population. Older people

suffer most from breathing and lung diseases. As their numbers increase, the need for Respiratory Therapists will increase. In addition, advances in treatment for different types of patients will also increase the demand for Respiratory Therapists. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

According to *CIS* (2003), in Illinois about 3,830 people are employed in this small occupation. Nationally, about 83,000 Respiratory Therapists are in the workforce with four out of five employed by hospitals. In Illinois, employment of Respiratory Therapists is expected to increase faster than average through 2008. About 160 job openings are expected each year. According to *CIS* (200), the short-term forecast for Respiratory Therapists through the year 2003 is very favorable. Nationally, the number of jobs for Respiratory Therapists is expected to increase faster than average through the year 2010. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

The response rate for Respiratory Therapy Tech program graduates was 52.2 percent based on 60 completed surveys with 12 colleges reporting. Olive-Harvey, Moraine Valley, Triton, Parkland, and Rock Valley were among the colleges with the larger programs in this area. Generally, outcomes for respondents were very positive. Nearly ninety-three percent of the Respiratory Therapy Tech graduates who participated in the survey were either working, in school, or both. Six of the seven graduates who were both working and enrolled in additional education were studying in a related program. Three-quarters of the working graduates were in full-time positions.

Nearly all working graduates were employed in the medical field (95.9 percent). Two graduates were working outside the field. One preferred other work and the other previously held a respiratory therapy position but decided to change to unrelated employment. Both were very satisfied with their work. Respiratory Therapy Tech graduates began working either after program completion (55.3 percent) or while enrolled (44.7 percent). They largely provided medical support services in the college district (54.2 percent) where they were trained or in-state (39.6 percent) and therefore generally paid taxes in Illinois. Five Respiratory Therapy completers reported they were not actively pursuing employment.

Full-time Respiratory Therapy Tech graduates earned $15.24 per hour or approximately $31,699 a year. Wages for recent community college graduates while strong – at nearly three times minimum wage – were somewhat below the median pay for individuals with this specialized training. Wages typically increase with experience. Community college Respiratory Therapy Tech graduates employed on a part-time basis earned somewhat higher wages at $17.32 per hour. The small number of graduates in part-time positions and the handful of wages by graduates in northeastern Illinois of $20.00 or more per hour influenced the part-time average wage data. According to *CIS* (2003), in Illinois the median wage for respiratory therapists is $3,015 per month ($17.40 per hour). Nationally, one-half of all Respiratory Therapists earn between $2,680 and $3,620 per month ($15.45 and $20.90 per hour). The national median wage for Respiratory Therapists is $3,140 per month ($18.10 per hour).(*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Ninety-six percent of the Respiratory Therapy Tech graduates employed in the field were satisfied with their careers. Respiratory Therapist graduates demonstrated consistently high levels of

satisfaction with the program components they completed awarding an overall rating of 93.2 percent satisfied. Course content (96.7 percent), lecture/lab experience (96.5 percent) and job preparation (94.6 percent) were rated the highest. Nine out of ten graduates were satisfied with the equipment /facilities/materials, preparation for education and labor market information availability. Satisfaction levels were lower with college services but overall more than 8 out of 10 graduates were still satisfied with college support services. Library materials (100 percent), student activities (87.5 percent), and tutoring (85.7 percent) were rated highest. About 3 out of 4 graduates were satisfied with career planning, counseling, and transfer planning.

Comparative information about Respiratory Therapy Tech graduates from FY1996 and 2001 appears in Figure 4 and shows positive outcomes across the years. The percentages of graduates either working, in school, or both were consistently high with the earlier results slightly more positive (98.9 percent for FY1996 versus 92.6 percent for FY2001). None of the most recent graduates were unemployed and unemployment levels were low (2.1 percent) among FY1996 graduates. Employment levels were high for both groups with earlier Respiratory Therapy Tech graduates exhibiting somewhat higher employment (FY1996 employment was 96.9 percent and FY2001 employment was 90.7 percent). Incidence of in-district employment were similar.

Bottom Line – Respiratory Therapist program graduates reported strong positive outcomes. Nearly ninety-three percent of the Respiratory Therapy Tech completers were either working, pursuing additional education, or both. Three-quarters of the employed graduates were in full-time positions with nearly all of them working in the medical field (95.9 percent). Both graduates employed in

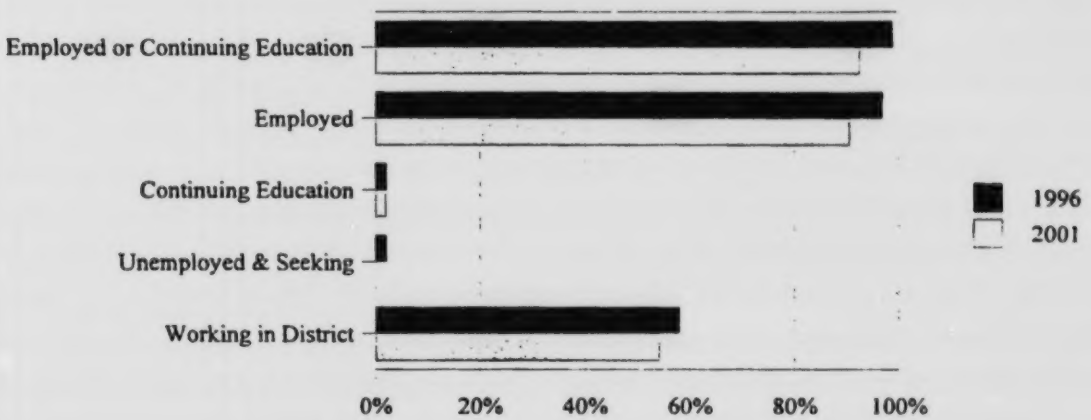


**Figure 4.** Respiratory Therapy Technician Graduates: FY 1996 & 2001

other fields were very satisfied with their work. Graduates in full-time positions had strong earnings at $15.24 per hour – nearly three times minimum wage – or approximately $31,699 a year. Wages for recent community college graduates were somewhatbelow the median pay for the field. Career satisfaction was high as ninety-six percent of the Respiratory Therapy Tech graduates were happy with their jobs. Overall satisfaction with major program components was high (93.2 percent) and 8 out of 10 graduates were satisfied with college services. No graduates were unemployed.

Nationally and in Illinois, employment for Surgical/Operating Technicians is very favorable through 2008. *CIS* (2003).

**Surgical/Operating Room Technician.** Surgical/operating room technicians, also called Surgical Techs, prepare for and assist with surgical procedures under the supervision of surgeons, registered nursed, or other operating room personnel. Before an operation, Surgical Techs help prepare the operating room by helping set up surgical instruments and equipment. Techs prepare patients for surgery and transport them to the operating room. Surgical Techs give assistance to the surgical team by monitoring patients' vital signs, checking charts, and assisting the team with operating apparel (e.g. gloves, gowns, masks). Surgical Techs are an integral part of the surgical team. When they are new on the job, the surgeon provides detailed instructions about his/her needs. Once the individual gains experience, they are expected to know what comes next during a procedure and anticipate the surgeon's needs. While an operation is underway, Surgery Techs hold and pass instruments and supplies to surgeons and their assistants. They may also operate equipment during surgery and apply dressings. When the operation is completed, Techs may help transfer patients to the recovery room and restock the operating room for the next procedure. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

*CIS* (2003) data show that in Illinois about 2,570 people are employed in this small occupation. Approximately 71,200 Surgical Technologists are employed nationwide with seven out of ten working hospitals. In Illinois, employment of Surgical Techs is expected to increase faster than average through 2008. About 130 job openings are expected each year. According to the Illinois Department of Employment Security, the short-term forecast for Surgical Techs through the year 2003 is very favorable. Nationally, the number of jobs for Surgical Techs is expected to grow faster than average through the year 2010. The number of surgeries performed each year is expected to increase due in part to a growing and aging population. Older people generally require more surgical procedures. In addition, advances in technology will make new surgical procedures available. Hospitals will continue to be the largest employer of Surgical Techs. However, much faster employment growth is expected in doctors' offices and surgical centers. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Certification is optional for Surgical Techs and not typically required for employment or advancement. The Liaison Council on Certification which is affiliated with the Association of Surgical Technologists awards two types of certifications. The Certified Surgical Technologist (CST) is available to Surgical Techs or graduates of an approved program who pass an examination. The Certified First Assistant (CFA) is available to those with CST or CST/CFA certification who have first assistance experience. Certification can be a benefit when applying for jobs.

Sixty-one Surgical Tech graduates completed usable surveys yielding a response rate of 52.6 percent. There were Surgical Tech graduates from eleven Illinois community colleges with the most coming from Triton (N=26), Richland (N=17), College of DuPage (N=16) and Elgin (N=16). Ninety-six percent of the Surgical Tech graduates were either employed, continuing their education, or both. Nearly ninety-three percent of the Surgical Tech completers were employed. Three-quarters of them were in full-time positions. A total of four graduates were not working – two were actively seeking

positions and the other two choose not to look for work. Ninety-two percent of the graduates were working as surgical techs. Among the out of field workers, two were employed as Surgical Techs previously but changed jobs and two were in transitional jobs. Three out of the four were satisfied with the alternative employment they pursued. One fifth of the respondents was enrolled in continuing education with 9 out of 11 studying in a related program. Two-thirds of the graduates received their current positions after program completion while one quarter located their present jobs while still enrolled in the program. Ninety-six percent of the Surgical Tech graduates were working in Illinois with an even split between in-district and out-of-district locations.

Surgical Tech graduates in full-time positions earned $13.93 per hour or $28,974 annually. Full-time salaries are competitive for the field. Part-time workers earned a $13.01 hourly wage. In Illinois, CIS (2003) shows the median wage for surgical technologists is $2,515 per month ($14.50 per hour). According to the *Occupational Outlook Handbook* (2002-2003), nationally the median wage for Surgical Techs is $2,420 per month ($13.95 per hour). Half of all Surgical Techs earn between $2,040 and $2,845 per month ($11.80 and $16.40 per hour). (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Eighty-two percent of the Surgical Tech graduates working in the field were satisfied with their careers and three out of four graduates working outside the field were satisfied with work. Overall 84.6 percent of the Surgical Techs were satisfied with components of the programs that they completed. Higher levels of satisfaction were reported for course content (91.5 percent), labor market information (86.1 percent), lecture/lab experience (84.7 percent), preparation for further education (83.9 percent) and job preparation (83.1 percent). Just over three-quarters of the Surgical Tech graduates were satisfied with program equipment/facilities and materials. Overall, 8 out of 10 graduates were satisfied with college services. Highly rated items included student activities (100 percent) and library/AV (92.5 percent). On the lower end of the rating scale were academic advising (63.2 percent) and counseling (65.5 percent).

Figure 5 contains information about FY1996 and 2001 graduates from community college Surgical Tech programs. Outcomes were positive for both groups of graduates with more recent Surgical Tech graduates showing slightly better employment (92.5 percent versus 88.4 percent in 1996) and education outcomes (3.9 percent versus 0 percent in 1996). In-district employment levels were higher among earlier graduates (56.0 percent versus 46.9 percent in 1996). Unemployment was slightly higher among recent graduates (3.8 percent versus 2.3 percent).

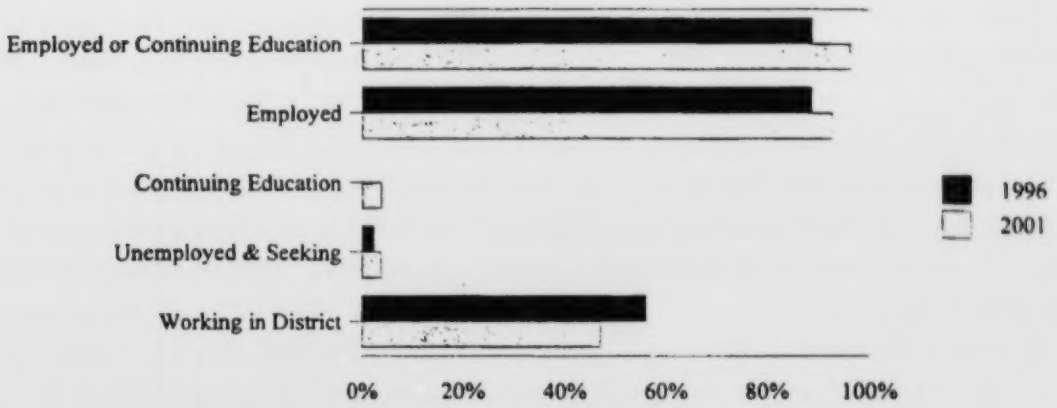


**Figure 5**. Surgical/Operating Room Technician Graduates: FY 1996 & 2001

Bottom Line – Surgical Tech graduates had strong positive outcomes although their satisfaction levels were slightly lower than other medical graduates. Nearly ninety-three percent of the surgical tech completers were employed with three-quarters working in full-time positions. Surgical Tech graduates in full-time positions earned competitive wages at $13.93 per hour or $28,974 annually. Ninety-two percent of the graduates were working as Surgical Techs. Two graduates were unemployed and two were not actively seeking work. Among the out of field workers, two were employed in the field previously but changed jobs and two were in temporary jobs. Three out of the four were satisfied with the alternative employment they pursued. Satisfaction levels among Surgical Techs were slightly below other medical speciality areas with graduates in related positions 82.2 percent satisfied; 84.6 percent satisfied with program components and 8 out of 10 graduates were satisfied with college services.

Nationally, employment of Diagnostic Medical Sonographers is expected to increase faster than average through 2010. *Occupational Outlook Handbook (2002-2003)*

**Diagnostic Medical Sonography.** Diagnostic Medical Sonographers provide patient service using medical ultrasound. Sonography, or ultrasonography, is the use of sound waves to generate images used for assessing and diagnosis medical conditions. Both fluoroscopy and sonograms show the soft tissues of the body using sound, magnetic, and radio waves to create images of the inside of the body. Sonographers may receive training or specialize in obstetric and gynecological sonography, abdominal sonography (the liver, kidneys, gallbladder, spleen, and pancreas), neurosonography (the brain), or ophthalmologic sonography (the eyes). Sonographers select appropriate equipment settings and direct the patient to move into positions that will provide the best view. They work under physicians who are

ultimately responsible for interpreting the results of ultrasound procedures. (*Occupational Outlook Handbook*, 2002-2003)

In Illinois, state occupational information systems consider Sonography a speciality area under radiologic technology. According to the *Occupational Outlook Handbook (2002- 2003 Edition)*, nationwide employment of Diagnostic Medical Sonographers is expected to grow faster than the average for all occupations through 2010 as the population grows and ages, increasing the demand for diagnostic imaging and therapeutic technology.

The *Occupational Outlook Handbook (2002- 2003 Edition)* reports that ultrasound is becoming an increasingly attractive alternative to radiologic procedures as patients seek safer treatment methods. Ultrasound — unlike most diagnostic imaging methods — does not involve radiation, harmful side effects and complications from repeated use are rarer for both the patient and the sonographer. Sonographic technology is expected to evolve at a rapid pace and create new ultrasound procedures. High costs may limit the rate at which some promising new technologies are adopted.

According to the *Occupational Outlook Handbook (*2002- 2003*)*, no states require licensure in diagnostic medical sonography, the American Registry of Diagnostic Medical Sonographers (ARDMS) certifies the competency of sonographers through registration. However, many employers prefer to hire registered sonographers. Registration with ARDMS requires passing a general physics and instrumentation examination, in addition to passing an exam in a specialty area such as obstetrics/gynecology, abdominal, ophthalmologic or neurosonography.

The response rate for Sonography graduates was 41.7 percent as 25 graduates provided usable surveys. Five colleges reported outcomes for their Sonographer graduates. Triton (N=34) and South Suburban (N=11) were among the colleges with the larger programs in this area. Ninety-six percent of the Sonography completers were either employed, seeking further education or both. Nearly nine out of ten graduates were working full-time. All graduates who had jobs were working in the field. No graduates were unemployed. Two graduates were enrolled in additional training one in a related program and the other in an unrelated field. Two-thirds of the graduates received their current positions after program completion while one quarter located their present employment while still enrolled in the program. Nine out of ten graduates were working in Illinois. This includes nearly thirty percent who were employed in-district and nearly sixty percent who were working out of district, but within Illinois.

Sonography graduates were among the highest wage earners in the survey this year. Full-time workers who recently completed a community college program earned $23.09 an hour or approximately $48,027 annually. Graduates who were employed on a part-time basis earned $18.08 an hour. According to the *Occupational Outlook Handbook (2002- 2003)*, median annual earnings of Sonographers were $44,820 or approximately $21.55 per hour in 2000. The middle 50 percent earned between $38,390 and $52,750 a year. Median annual earnings of Sonographers in 2000 were $43,950 in hospitals and $46,190 in offices and clinics of medical doctors. (*Occupational Outlook Handbook*, 2002-2003)

All graduates were working as Sonographers. Sonography graduates reported a 95.8 percent approval/satisfaction rating with their employment. They were also highly satisfied with program components awarding an overall rating of 93.9 percent. Course content and labor market information received 100 percent satisfaction ratings. Job preparation (96.0 percent) and preparation for additional education (95.7 percent) were also highly rated. Equipment, facilities and materials were rated lowest at 84.0 percent.

Likewise, overall 9 out of 10 Sonography graduates were satisfied with college services. Few graduates rated individual items. Highest rated items with at least a handful of raters included financial aid, student activities, and career planning. Counseling was rated lowest.

Comparative information about Sonography graduates from FY1996 and 2001 appears in Figure 6 and indicates that more recent graduates exhibited slightly more positive outcomes. Since this is a small program relatively small numeric changes can yield fairly large percentage differences. The percentage of graduates either working, in school, or both were higher among recent graduates (96.0 percent for FY2001 versus 83.3 percent for FY1996). None of the most recent graduates were unemployed and three graduates were unemployed in FY1996. In-district employment was about twice as high for FY2001 graduates. Yet, even among FY2001 graduates
fewer than one-third were working in-district.

Bottom line. Results were consistently and strongly positive for Sonography graduates. Ninety-six percent of the Sonography completers were either employed, seeking further education or both. Nearly nine out of ten employed graduates held full-time positions. All working graduates were employed in the field. No graduates were unemployed. Sonography graduates were among the highest wage earners among the graduates surveyed this year. Full-time workers earned $23.09 per hour or approximately $48,027 annually. Satisfaction with employment, the programs they completed and college services were consistently high. Relatively few graduates rated college services.

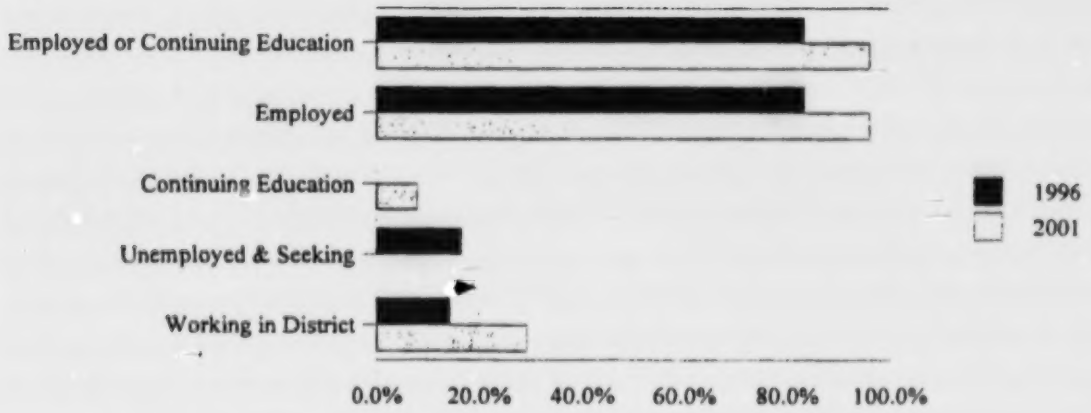


**Figure 6**. Diagnostic Medical Sonography Graduates: FY 1996 & 2001

Nationally, growth for Administrative and Secretarial Services is expected to be average to below average. (CIS, 2003).

**Administrative and Secretarial Services**. Community colleges provide training to individuals in a variety of Administrative and Secretarial Service areas. Secretaries perform clerical and administrative duties required to operate an office. Executive secretaries assist managers and direct office activities. Legal secretaries perform clerical duties in attorney's offices and must be familiar with legal procedures. Medical secretaries may assist physicians or medical scientists with reports, speeches, and articles. Most medical secretaries need to be familiar with insurance rules, billing practices, and hospital or laboratory procedures. Data entry staff use computers to enter figures and information into databases using keyboarding skills. Typists and word processors prepare documents and other print materials using computer software (CIS, 2003).

Nationally growth for Administrative and Secretarial Services is expected to be average to below average. One reason for the decline in these types of jobs is that offices are becoming increasingly automated where machines are programmed to perform repetitive work. Another reason is that some firms are trying to cut back on costs. There will be a need for replacement workers and opportunities will be better for individuals with more specialized skills. (*Occupational Outlook Handbook*, 2002-2003).

The only program excluded from the analysis of this report due to a small number of respondents was Court Reporter. There were six programs that were included in the analysis of this year's report including:

| Program Area | CIP Code |
|---|---|
| Administrative Assistant/Secretary, General | 520401 |
| Executive Assistant | 520402 |
| Legal Administrative Assistant | 520403 |
| Medical Administrative Assistant | 520404 |
| Information Processing/Data Entry Technician | 520407 |
| General Office/Clerical and Typing Services | 520408 |

In Illinois, employment of Secretaries is expected to decline slightly through 2008. Those with more specialized skills will fare best. *CIS* (2003)

**Administrative Assistant/Secretary, General.** Administrative Assistants and Secretaries are responsible for a variety of administrative and clerical duties necessary to run an office efficiently. They often serve as the office information clearinghouse, answer the phone, schedule meetings and appointments, organize and maintain paper and electronic files, write notes from meetings and compose letters and memos, conduct research, and provide information through the telephone, fax, postal mail, and e-mail. Additionally, they may use personal computers to create spreadsheets, manage databases, and do desktop publishing. Secretaries often support several members of a professional staff and frequently work in teams in order to maintain flexibly. *(CIS,* 2003 and *Occupational Outlook Handbook,* 2002-2003*)*

Nationally, Administrative Assistants and Secretaries held about 3.9 million jobs in 2000, rating among the largest occupations in the U.S. economy. In Illinois, about 143,630 individuals are employed in this very large occupation. In Illinois, employment of secretaries is expected to decline through 2008. The employment outlook for Administrative Assistants/Secretaries varies by occupation. Fast growing industries such as personnel supply, computer and data processing services, health and legal services education, and engineering and management will continue to generate most new job opportunities for Secretaries. A decline in employment is expected for all other Secretaries except legal, medical, or executive. Legal, medical, and executive services account for almost half of all Administrative Assistants and Secretarial employment. *(CIS,* 2003 and *Occupational Outlook Handbook,* 2002-2003*)*

Administrative Assistant/Secretary training is a substantial program in the Illinois Community College System. Forty-one community colleges reported on their Administrative Assistant/Secretary graduates in fiscal year 2001. Colleges with the largest programs include Lake County (N=31), DuPage (N=22) and Southwestern and Richland each with 18 graduates. There were 205 responses from Administrative Assistant/Secretary graduates for a response rate of 66.6 percent. Just over 94 percent of graduates were employed, pursuing further education, or both. Three fourths of the graduates were exclusively employed. Three percent of graduates were exclusively enrolled in additional education, and twenty-three percent were employed and pursuing further education. The unemployment rate for Administrative Assistant/Secretary graduates was 4.4 percent.

Eight out of every ten graduates were employed in a related area while close to twenty percent were working in an unrelated field. Reasons for working in an unrelated field included: could not find job in field of preparation (N = 14), other/not indicated (N = 11), preferred to work in another field (N = 3), worked previously in field, but changed (N = 3), temporary job while in transition (in college or summer employment) (N = 2), took job in order to get preferred working hours (N = 2), and found better paying job in another field (N = 1).

Four-fifths of Administrative Assistant/Secretary graduates began their employment while enrolled or after completing the program. Less than twenty-one percent acquired their jobs prior to entering the program. Nearly 82 percent found employment within their college's district and almost 12 percent worked out of the district, but in Illinois. The remaining 6 percent were working outside of the state.

Eighty-eight percent of working Administrative Assistant/Secretary graduates were employed full-time. Average hourly salary was $11.62, or about $24,170 annually. The average salary for part-time workers was $9.27. In Illinois, the median wage for all secretaries is $12.15 per hour. Nationally, the median wage for secretaries is $11.45 per hour. Half of all secretaries earned between $9.15 and $14.40 per hour. *(CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003*)*

Ninety-one percent of Administrative Assistant/Secretary graduates were satisfied with the components of the program. Course content (97.5 percent), equipment facilities materials (93.1 percent), and lecture/lab experience (94.5 percent) received the highest ratings. Labor market information (81.8 percent) received the lowest rating among components.

Similarly, Administrative Assistant/Secretary graduates were satisfied at 87.8 percent with program services. The highest rated services were library/audio visual (96.2 percent), student activity (93.1 percent), and financial aid (89.3 percent). Transfer planning was rated the lowest but three fourths of the graduates were still satisfied with the service.

Figure 7 illustrates that outcomes were similar among 2001 and 1996 Administrative Assistant/ Secretary completers with recent graduates having slightly better results. The graphic illustrates that 2001 graduates had a higher rate of employment (91.7 percent for 2001 versus 87.2 percent for 1996). In addition, the 2001 graduates were less likely to be unemployed (4.4 percent for 2001 versus 8.1 percent for 1996). The rate of those employed, continuing education or both was slightly higher for 2001 graduates (94.1 percent for 2001 versus 90.3 percent for 1996). The more recent graduates that found employment were more likely to remain in the district where they receive their training (82.1 percent for 2001 versus 77 percent for 1996).

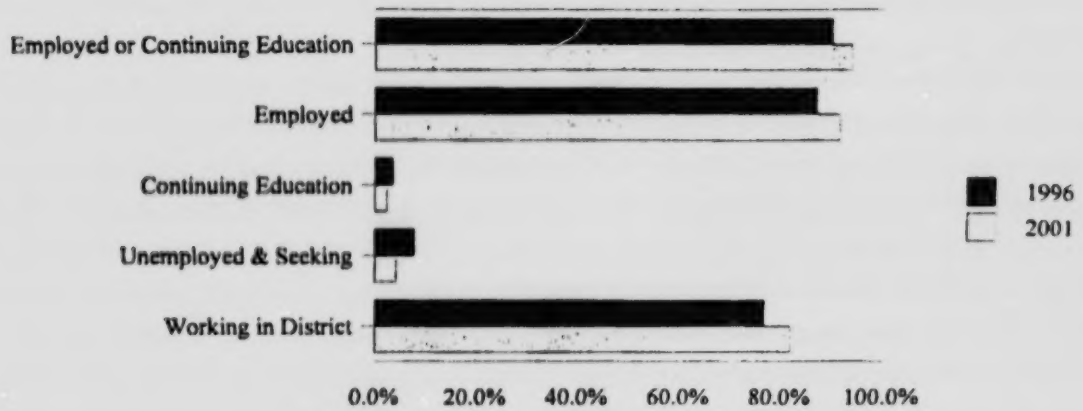


**Figure 7**.Administrative Assistant./Secretary, General Graduates: FY 1996 & 2001

Bottom Line – Overall results were positive for Administrative Assistant/Secretarial completers. Several graduates indicated an inability to locate related employment (N = 14). Over 94 percent of Administrative Assistant./Secretary graduates were employed, pursuing further education, or both. Three fourths of the graduates were exclusively employed. Eight out of every ten graduates were employed in a related field. The unemployment rate among Administrative Assistant/Secretary graduates was 8.8 percent compared to 5.6 percent for the other programs in the study. Earnings for full-time workers were competitive with the field at $11.62 per hour. Administrative Assistant/Secretary graduates working in a related field were generally satisfied with their positions at 85.3 percent. Overall, graduates were highly satisfied with the programs they completed (90.9 percent). Similarly, graduates reported a 87.8 percent level of satisfaction with college services. Outcomes for current Administrative Assistant/Secretary graduates compare favorably to those from five years ago.

Growth in employment for Executive Secretaries is projected to be average compared to all other occupations in Illinois through 2008. *CIS* (2003)

**Executive Assistant**. Executive Assistants/ Executive Secretaries perform many of the same tasks as Secretaries or Administrative Assistants. However, they perform fewer clerical tasks than other Secretaries and may also oversee office staff and services. Executive Assistants use computers to produce finished documents. They are frequently responsible for using computer software (word processing, spreadsheets, data bases) to manage and organize information, compute numbers, and create tables. Executive Assistants also may suggest ways to improve workflow or save money, plan/arrange conferences and conference calls, and conduct research on the Internet. Additionally, they also may train employees to do secretarial tasks. *(CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003*)*

According to the *Occupational Outlook Handbook (*2002-2003*)* the use of automated equipment is changing the distribution of work in many offices and impacting the responsibilities of secretaries. Many tasks formerly done by secretaries such as word processing, filing, bookkeeping, and data entry are being done by managers and professionals or assigned to workers in specific units or departments. Additionally, the traditional arrangement of one secretary per manager is less prevalent and increasingly more Secretaries, particularly Executive Assistants, support departments or units. Of course, there are Secretarial duties that require personal communication and cannot be easily automated such as – planning conferences, working with clients, and transmitting staff instructions require strong communication skills. Secretaries will continue to have a vital role in most organizations because technology cannot substitute for these personal skills.

Growth in employment for Executive Assistants/Secretaries is projected to be average compared to all other occupations in Illinois through 2008. In Illinois, Executive Secretaries are part of a larger group of "executive secretaries and administrative assistants" employing about 63,140 workers in the state. (*CIS*, 2003)

Thirty-four responses to the survey were reported yielding a response rate of 63.0 percent. Ten community colleges reported responses to their surveys for this area. Ninety-one percent of executive assistant graduates were employed, continuing education or both. Just over 74 percent were exclusively employed, while almost one-quarter were employed and pursuing additional education. One executive assistant graduate was pursuing additional education and not employed (3.2 percent).

Eighty-seven percent of the employed Executive Assistant graduates were working in a related field. Four respondents were not working in a related position. One indicated that they preferred to work in different field, another indicated that they worked previously in the field but changed, and the remaining two more reported other/no response. Eighty-five percent of the Executive Secretary graduates in a related position were satisfied. Only 67 percent were satisfied among graduates working in an unrelated field.

Nearly 17 percent of Executive Assistant graduates acquired their positions before they began their training at a community college. Almost one third started their current positions during program enrollment while fifty percent began their employment after program completion. A relatively high proportion of Executive Assistant graduates found work in the district of their community college (82.1 percent). Almost 12 percent found employment out of district but in Illinois while nearly 7 percent were working in another state besides Illinois.

Just over three-quarters of the Executive Assistant graduates were employed full-time. Graduates in full-time positions earned $14.50/hour or $30,160 annually while graduates in part-time positions earned $8.20/hour. According to *CIS* (2003), the median wage for Executive Secretaries in Illinois is $15.05/hour or $31,304 annually. Half of all Executive Secretaries earn between $24,960 and $38,376 per year. Wages vary depending on a secretary's skill, experience, and level of responsibility. *(Occupational Outlook Handbook*, 2002-2003*)*

Overall, 94 percent of Executive Assistant graduates were satisfied with the components of their major program. All respondents were satisfied with course content while equipment/ facilities/materials (97 percent), lecture/lab experience (93.9 percent), and preparation for further education (93.5 percent) were also highly ranked. Job preparation, while still viewed as satisfactory, was rated the lowest (86.2 percent) among components.

Executive Assistant graduates were also satisfied with college services (86.1 percent). Respondents were most satisfied with tutoring (100 percent) and library/audio visual (95.0 percent). Respondents had the lowest satisfaction for career planning and counseling at 78.0 percent.

As Figure 8 illustrates, the 1996 completers were slightly better off than the more recent Executive Assistant graduates. There were a small number of graduates and respondents for both years. The 1996 completers had a higher rate of those employed, continuing education, or both (94.1 percent for 1996 versus 91.2 percent for 2001). The 1996 graduates had a greater proportion employed as well (92.2 percent for 1996 versus 88.2 percent for 2001). In addition, the 1996 graduates were less likely to be unemployed (3.9 percent for 1996 versus 5.9 percent for 2001). The more recent graduates who found employment were less likely to remain in the district where they received their training (78.7 percent for 1996 versus 63.3 percent for 2001).

Bottom Line -- Outcomes were positive for Executive Assistant graduates. Ninety-one percent of Executive Assistant graduates were employed, continuing education, or both while just over 74 percent were exclusively employed. Approaching nine out of ten employed Executive Assistant graduates were working in the field. The unemployment rate for graduates was 5.9 percent (N = 2). Earnings for full-time workers were competitive for the field at $14.50 per hour. Executive Assistants working in a related field were satisfied with their positions (80.8 percent). Overall, Executive Assistant completers were highly satisfied with their program components (93.7 percent) and satisfied with college services (86.1 percent). Outcomes for current Executive Assistant graduates were similar to those reported five years ago with earlier completers reporting slightly better results.

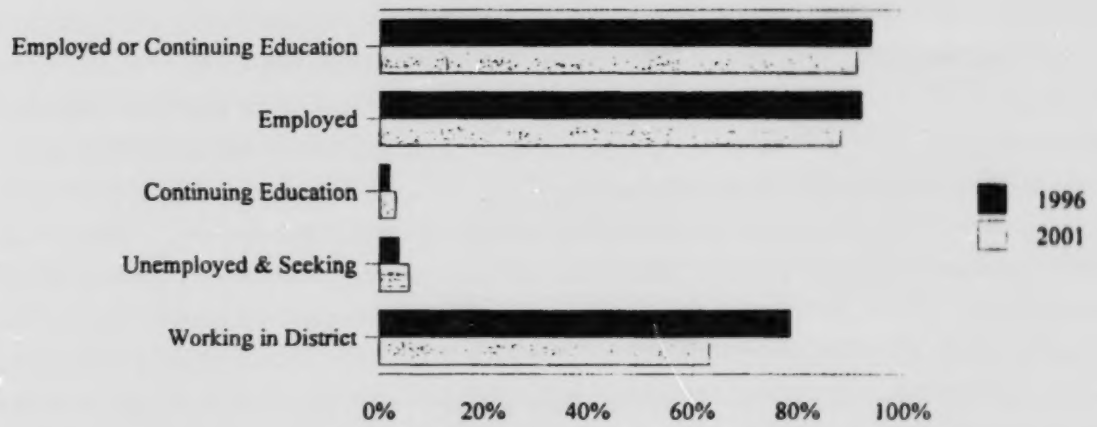


**Figure 8** . Executive Assistant Graduates: FY 1996 & 2001

Nationally, employment of Legal Secretaries is expected to grow about as fast as the average for all occupations through 2010. The short term outlook is poor in Illinois due to cost containment efforts and reassignment of work to paralegals. Subsequent prospects in Illinois improve through 2008. *CIS* (2003)

**Legal Administrative Assistant/Secretary, General.** Individuals completing Legal Administrative Assistants programs locate employment in law firms, government agencies, corporate legal departments, banks, and legal aid societies. Legal Secretaries perform many of the clerical and administrative duties needed to run an office but they must also be familiar with legal processes and procedures. Responsibilities often include preparing and processing legal documents, such as appeals and motions. Legal Secretaries help lawyers find information relevant to cases using databases. Additionally, they collect and organize information, such as employment, medical, and criminal records, for review and approval by lawyers. They may also take dictation, fill out forms for clients and use computers to transcribe information. *(Occupational Outlook Handbook*, 2002-2003*)*

In Illinois, about 14,120 people are employed in this average-sized occupation. Nationally, about 279,200 Legal Secretaries work in this mid-sized occupation with the majority working in law firms. Employment of Legal Secretaries is expected to decline slightly through 2008 in Illinois as about 230 job openings are expected each year. According to the Illinois Department of Employment Security, the short-term forecast for Legal Secretaries through the year 2003 is very unfavorable. A decline in employment opportunities in this field may be due to cost containment strategies and reassignment of work to paralegals. Nationally, the number of jobs for Legal Secretaries is expected to grow about as fast as the average for all occupations through the year 2010. *(CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003*)*

The response rate for Legal Secretary graduates was 61.5 percent with 16 of 26 graduates responding. Fifteen graduates were employed, pursuing further education, or both. Nine were exclusively employed, one was exclusively enrolled in additional education, and five were employed and pursuing further education. One individual was unemployed.

Eight of fourteen working Legal Secretary graduates were employed in a related field. Three-quarters of them were satisfied with their employment. The six individuals who did not find employment in a related field provided the following reasons: could not find job in field of preparation (N = 2), temporary job while in transition (N = 1), took job in order to get preferred working hours (N = 1), and did not indicate (N = 2).

Two Legal Secretary graduates acquired their jobs prior to program entrance. Four graduates began employment during program enrollment, and the remaining six began working their current positions after program completion. Nine of sixteen found employment within their college's district. Two worked out of the district, but in Illinois and one graduate was working out of state.

A dozen Legal Secretary graduates supplied salary information. The average salary for Legal Secretary program graduates working full-time was $9.83 or $20,446 annually. No information was available for part-time graduates. According to the Career Information System (2003) in Illinois, the median wage for legal secretaries is $3,465 per month ($20.00 per hour). Nationally, the median wage for Legal Secretaries is $2,895 per month ($16.70 per hour). Half of all Legal Secretaries earn between $2,305 and $3,545 per month ($13.30 and $20.45 per hour). Earnings for Legal Secretaries are largely dependent on the type of law firm or alternative employer. Legal secretaries can earn more than some secretaries because they must have some knowledge of legal terms and procedures. (*Occupational Outlook Handbook*, 2002-2003)

Legal Secretarial graduates were generally satisfied with their program components (88.3 percent). Labor market employment information was rated slightly lower (73.3 percent) than the other components. Overall satisfaction with program services (93 percent) was the highest among all programs in the study. Financial aid, tutoring, library audio visual, and student activity all received a satisfaction rating of 100 percent.

Selected outcomes for completers from Legal Secretary programs in fiscal year 2001 and fiscal year 1996 appear in Figure 9. Outcomes are similar for both years and a results are based on small numbers of graduates. Graduates from both years demonstrated similar employed and/or continuing education levels (89.1 percent in 1996 compared and 88.2 percent in 2001). Current graduates exhibited slightly higher continuing education outcomes at 6.7 percent. Conversely, 1996 graduates had a higher number of graduates working exclusively at 87.2 percent. More recent graduates were slightly more likely to remain in the district for post-program employment.

Bottom Line – Legal Secretary graduates employment and/or education outcomes were average (88.2 percent) and earnings for full-time earnings were very low compared to the field. This is partially attributable to the large proportion of graduates working outside of the field. Just eight of fourteen working graduates were employed as Legal Secretaries or a related area. One individual was seeking employment. Three-quarters of the Legal Secretary graduates were satisfied with their positions in a related field. Legal Secretarial graduates were generally satisfied with the programs they completed (88.3 percent). Overall satisfaction with program services (93 percent) was very high. A comparison between current graduates and those from five years ago shows similar results. There were positive outcomes for both groups of completers. Legal Secretary is a small speciality program. For example, community college Paralegal programs graduated five times as many students in recent years.

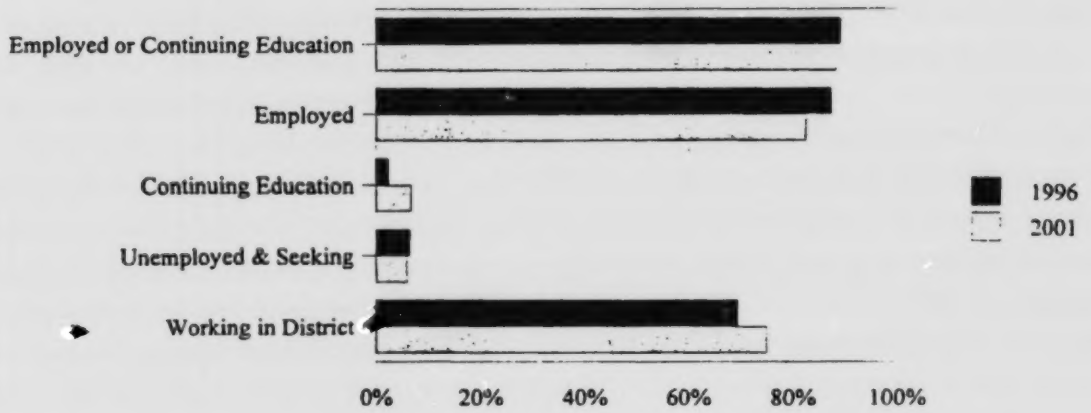


**Figure 9**. Legal Administrative Assistant/Secretary Graduates: FY1996 & 2001

Nationally and in Illinois, slower than average growth is expected for Data Entry Technicians through 2008. Job prospects will be most favorable for those with the best technical skills. *CIS* (2003)

**Information Processing/Data Entry Technician.** Organizations often use computers to process large amounts of data and Data Entry Technicians are the workers who type the information into the computer. They may do information processing on many types of machines. Data Entry Techs follow routine instructions and specific machine operating procedures. After the information is entered, operators edit and proofread and then put the information into a readable form that allows other workers in the organization to use it.
(*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Nationally and in Illinois, slower than average growth is expected for Data Entry Techs through 2008. Job prospects will be most favorable for those with the best technical skills. The slow employment growth is largely the result of productivity gains brought about by new technologies. In Illinois, this is a medium-sized occupation with around 24,640 Data Entry Techs employed in the state. Major employers of Data Entry Techs include temporary worker agencies, computer and data processing firms, accounting and auditing firms, and the United States Postal Service. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

The response rate was 57.2 percent as 255 of the 446 Data Entry Technician graduates responded to the survey. Twenty-five colleges provided information about their fiscal year 2001 graduates in this area. Southwestern Illinois College (N = 51), Richard J. Daley College (N = 30), and College of Lake County (N = 24) were among the colleges with the largest number of respondents. Nearly 87 percent were employed, pursuing additional education, or both with two out of every three being exclusively employed. Six percent were pursuing additional education but not employed. Data Entry Technician graduates had an unemployment rate of 10.3 percent (N = 26). Around eight out

of every ten Data Entry Technician completers were employed while 8.3 percent were not actively seeking employment.

Just over two-thirds of working Data Entry Technician graduates were employed in a related field. The reasons with the largest number of respondents for not being employed in a related field included: could not find work in field of preparation (N = 20), other or did not indicate (N = 19), preferred to work in another field (N = 7), and temporary job while in transition (N = 7). Graduates employed in a field related to their training had a satisfaction rating of 78.1 percent.

Three-quarters of the Data Entry Technician graduates located their current positions while enrolled or after completing their program. Almost seven out of every ten completers remained in the district where they received their training to find employment. Close to 20 percent were working outside of the district they were trained in, but still in Illinois. Eleven percent were working outside the state.

Eighty-two percent of the working graduates were employed in full-time positions. The average wage for full-time Data Entry Technicians who graduated from community colleges was $12.21 per hour or an estimated $25,397 annually. Data Entry Technicians employed part-time earned $8.56 per hour. According to *CIS* (2003), in Illinois the median wage for Data Entry workers is $1,885 per month ($10.90 per hour). Nationally, the median wage for Data Entry Technicians is $1,775 per month ($10.25 per hour). Half or all Data Entry Technicians earn between $1,485 and $2,150 per month ($8.60 and $12.40 per hour). Data Entry personnel working in manufacturing and utility companies earn more than those who work in banking and other service industries. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Data Entry Technician completers had a 87 percent level of satisfaction for their program components. Components rated particularly high were course content (97.2 percent), equipment/facilities materials (94.4 percent), and lecture/lab experience (93.6 percent). Labor market employment information (69.8 percent) was rated the lowest by graduates.

Although still generally satisfied, Data Entry Technician graduates were slightly less satisfied with college services (84.2 percent). Respondents awarded the highest rating to library/audio visual (92.9 percent), student activities (90.7 percent), and tutoring (90.2 percent). Career planning (69.1 percent) and transfer planning (73.4 percent) were rated the lowest by Data Entry Technician graduates.

Comparisons between 2001 Data Entry Technician completers and 1996 graduates show mixed results for graduates in both years with slightly better results in 1996. Among both groups of Data Entry Technician completers unemployment was relatively high as was the extent to which individuals were not a part of the labor force. Figure 10 illustrates that graduates from 1996 exhibited a slightly higher rates of respondents being employed, pursuing education, or both compared to 2001 graduates. There was a larger percentage of 1996 graduates working in district/closer to home. More of the 2001 completers were continuing education after graduation.

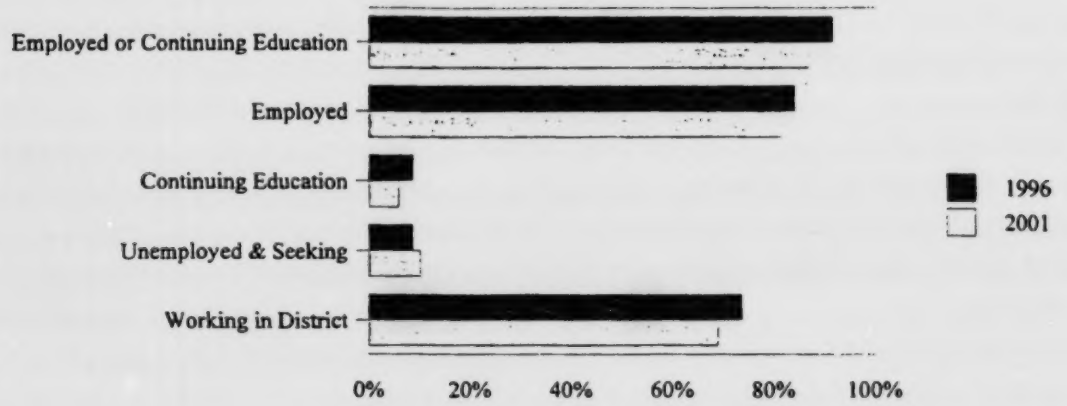


**Figure 10**. Information Processing/Data Entry Technician

Bottom Line – Working graduates reported generally positive experiences but unemployment and lack of participation in the workforce were both relatively high. Twenty-six Data Entry Technician completers were unemployed and 21 more graduates were not actively seeking employment. Nearly 87 percent of Data Entry Technician graduates were employed, pursuing additional education, or both with two out of every three being exclusively employed. Eighty-two percent of the working graduates were employed in full-time positions. The average wage for full-time Data Entry Technicians who recently graduated from a community college was $12.21/hour or an estimated $25,397 annually. This is an above average wage for the field. Data Entry Technicians were generally satisfied with program components (87 percent) and college services (84.2 percent). Comparisons between 2001 Data Entry Technician graduates and 1996 completers show mixed outcomes for graduates in both years with slightly better results for earlier graduates. Data Entry Technicians offers colleges opportunities to work with students to use the program in a linked career ladder structure. Data Entry provides entry level exposure to a component of information technology and can be used as a stepping stone to related positions demanding higher skill levels and offering better long term employment prospects.

In Illinois, the short term outlook is very unfavorable in this occupation. Longer term employment of General Office Clerks in Illinois is expected to increase about as fast the average for all occupations through 2008. *CIS* (2003)

**General Office/Clerical and Typing Services.** General Office Clerks, are generalists performing a variety of tasks necessary to help an office run smoothly. Their duties may vary but typically General Office Clerks file, type, photocopy, process mail and operate fax machines. Clerks may also put together records and reports and enter data at computer terminals. Depending on the employer, they may work directly with people by answering telephones, greeting visitors, or scheduling appointments. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

General office clerks is a very large occupation in Illinois, with about 191,800 employees across the state. In Illinois, employment of general office clerks is expected to increase about as fast as the average for all occupations through 2008. Approximately 5,430 employment opportunities are expected each year. According to the Illinois Department of Employment Security, the short-term forecast for general office clerks through the year 2003 is very unfavorable. Nationally, the number of jobs for general office clerks is expected to grow as fast as average through the year 2010. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

The response rate for General Office/Clerical graduates was 68.8 percent with 37 of 54 graduates responding. Eighty-four percent of graduates were employed, pursuing education, or both. Almost two-thirds were exclusively employed. Six individuals were unemployed and looking for work (16.2 percent).

Approximately two-thirds of the employed General Office/Clerical graduates were working in a related field. The ten individuals not working in a related field offered the following reasons: could not find work in field of preparation (N = 4), preferred not to relocate (N = 2), other (N = 2), took job in order to get preferred working hours (N = 1), and didn't fully complete program (N = 1). Graduates employed in the General Office/Clerical field were largely satisfied (84.2 percent) with their jobs.

Eight out of ten General Office/Clerical graduates located their current positions while enrolled or after completing their program. The others had their current positions prior to entering the program. The General Office/Clerical program had the highest proportion (86.2 percent) of graduates finding employment within the district where they received training. The remaining 13.8 percent located employment out of district but in Illinois.

Approximately 89.7 percent of working graduates were employed in full-time positions. The average wage for full-time General Office/Clerical graduates was $10.31/hour or the equivalent of $21,445 annually. General Office/Clerical graduates working part-time earned $8.82 per hour. According to CIS (2003), pay varies with the worker's education, experience, and industry. In Illinois, the median wage for all General Office/Clerical workers is $1,760 per month ($10.15 per hour). Nationally, the median wage for General Office/Clerical workers is $1,760 per month ($10.15 per hour). Half of all General Office/Clerical workers earn between $1,390 and $2,220 per month ($8.05 and $12.80 per hour). General Office/Clerical staff working for transportation and public utilities tend to receive higher wages. Pay tends to be lower in construction, finance, insurance, and real estate. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Overall General Office/Clerical graduates were highly satisfied with the components in their major (92.4 percent). Respondents were particularly satisfied with lecture/lab experience (97.3 percent), course content (94.6 percent), and equipment/facilities materials (94.6 percent). Although still in the high satisfactory range, job preparation (88.2 percent) and labor market employment information (87.5 percent) were rated the lowest among components.

General Office/Clerical graduates were slightly less satisfied with college services (84.2 percent) compared to program components. Respondents were most satisfied with financial aid (91.3 percent) and library/audio visual (90 percent). Transfer planning had a very low satisfaction rating by the eight graduates who gave it a rating.

As figure 11 illustrates, the 1996 graduates had slightly better outcomes than 2001 General Office/Clerical graduates. The 1996 completers had a higher rate of employment, continuing education, or both (97.7 percent for 1996 versus 83.8 percent for 2001). Likewise, the 1996 graduates had greater proportion of those exclusively employed (88.4 percent for 1996 versus 78.4 percent for 2001). Additionally, the 1996 graduates were less likely to be unemployed (4.7 percent for 1996 versus 16.2 percent for 2001). Recent graduates more frequently remained in the district where they received their training (76.3 percent for 1996 versus 86.2 percent for 2001).

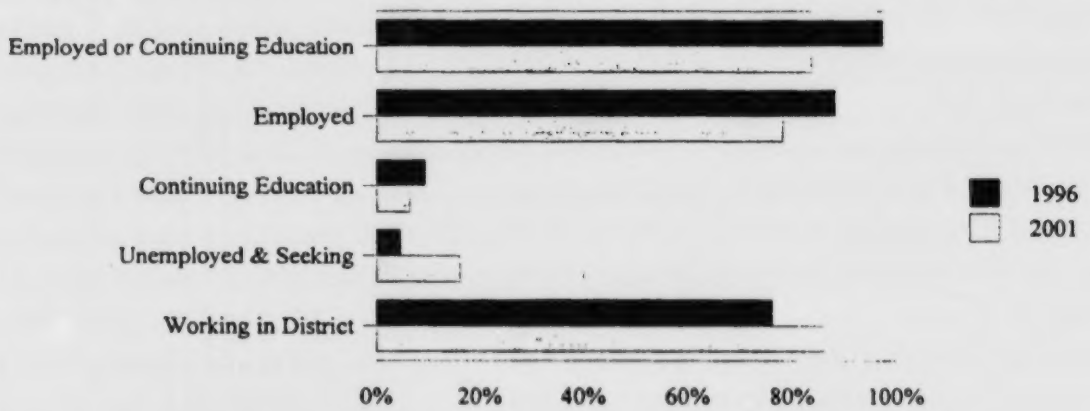


**Figure 11**. General Office/Clerical and Typing Services Graduates: FY 1996 & 2001

Bottom Line – General Office/Clerical programs reported a relatively small number of graduates and survey respondents. Short term employment in Illinois is very unfavorable and longer term employment prospects are about average. Eighty-eight percent of General Office/Clerical graduates were employed, pursuing education, or both. Almost two-thirds were exclusively employed. Six individuals were unemployed and looking for employment (16.2 percent). Earnings for full-time General Office/Clerical graduates were competitive for the field ($10.31 per hour). Eighty-four percent of the graduates were satisfied with their positions. Completer were also pleased with their program components (92.4 percent) and services (84.2 percent). Outcomes for current General Office/Clerical graduates were generally positive, although 1996 completers had better results than current graduates. General Office/Clerical programs provide entry level skills with further training offering the potential for improved employment prospects.

The job outlook for the broad field of Business Administration and Management is expected to grow as fast as the average for all occupations. Opportunities vary based on industry and area of specialization. Managers in health, advertising, marketing, promotions, public relations, and sales can expect favorable growth. *CIS* 2003

**Business Administration and Management.** Administrative Managers plan, organize, budget and supervise activities within formal organizations. Administrative Managers coordinate and direct workers and establish and implement processes and procedures. Duties vary based on industry and employer needs. There are two generally recognized levels of Administrative Managers. First-line supervisory level Managers directly oversee support workers. Mid-level Managers are frequently responsible for overseeing the work of the first-line Managers, developing plans, establishing schedules and setting deadlines for accomplishing assignments. Mid-level Managers are involved with the hiring and dismissing of employees. (*Occupational Outlook Handbook*, 2002-2003)

Nationally, the number of jobs for Administrative Managers is expected to increase about as fast as average through the year 2010. As businesses attempt to contain and cut costs, they will attempt to reduce the numbers of Administrative Managers on staff. Where possible, businesses are likely to contract with Managers who are self-employed or work for management companies.

Two Business Administration and Management programs were excluded from the analysis due to a small number of respondents: Purchasing, Procurement and Contracts Management and Logistics and Materials Management. The three community college Business Administration and Management programs included in this year's report are:

| Program Area | CIP Code |
|---|---|
| Business Administration and Management, General | 520201 |
| Office Supervision and Management | 520204 |
| Operations Management and Supervision | 520205 |

Nationwide, the number of jobs for Administrative Managers is expected to increase about as fast as average through the year 2010. Growth will vary based on specialty area chosen. (CIS, 2003).

**Business Administration and Management, General.** Business Administration and Management programs train individuals to plan, organize, and direct organizational functions and processes. Due to the range of formal organizations in the workplace the nature of managerial positions varies significantly. Business Managers are needed in every field. Positions in fields can include a variety of job titles including office manager, personnel manager, department manager, division manager sales manager, store manager, etc. (*Occupational Outlook Handbook*, 2002-2003)

In Illinois and nationally the scope of the broad field of "management" would include a very large number of employees. The National Crosswalk Service Center lists 23 different Standard Occupational Classification (SOC) codes which are related to the field of Business Administration and Management, General (CIP code 520201). Skills acquired through Business Administration and Management programs can translate into opportunities in many fields. Work experience in an individual's chosen filed is typically required to advance to managerial positions.

In Illinois, employment of Administrative Managers is expected to grow as fast as average through 2008. Nationally, the number of jobs for administrative services managers is expected to increase about as fast as average through the year. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003).

Business Administration and Management training is a substantial program in the Illinois Community College System. Thirty-two community colleges reported on their graduates from this program in fiscal year 2001. Colleges with the largest programs include DuPage (N = 165). Highland (N = 33) and Moraine Valley (N = 26). Overall, 91.5 percent of the graduates were either employed, pursuing additional education, or both. Nine out of ten Business Administration and Management graduates were exclusively working. Approximately 5.7 percent (N = 18) were unemployed and actively seeking work. Among working graduates, just 11.2 percent were in part-time positions.

Just over one-quarter of the Business Administration and Management graduates (N = 72) reported that they were working in an unrelated position. Those who supplied reasons for working outside the field gave two predominate responses: they could not find a job in their field of preparation (N=15) or they preferred to work in another field (N=13). Other responses included: working in a temporary/transitional position (N=9), and found a better paying job in another field (N=6). Results show that three-quarters of the individuals working outside the field were satisfied with their positions. Job satisfaction was about ten percent higher (86.1 percent) for those employed in related positions. Nine out of ten graduates were satisfied with the program they completed.

Business Administration and Management graduates employed full-time earned $16.96 per hour or $35,277 annually. Wages can vary widely depending on specialty area, employer, location and experience. Administrative Services Managers earnings are reported to provide a point of reference. Nationally, the median wage for is $3,920 per month ($22.65 per hour). Half of all Administrative Services Managers earn between $2,710 and $5,635 per month ($15.65 and $32.50 per hour). In Illinois, the median wage is $3,215 per month ($18.55 per hour).(*CIS, 2003 and Occupational Outlook Handbook*, 2002-2003)

Business Administration and Management graduates were also surveyed fiver years ago. Comparisons indicate slightly more favorable outcomes for the 1996 completers than for the 2001 graduates. The 1996 Business Administration and Management graduates had a slightly higher percentage of employment (88 percent versus 85 percent) and combined employment, continuing education or both levels (93 percent versus 92 percent). The 1996 graduates also had a lower percentage of individuals unemployed and seeking (4.2 percent versus 5.7 percent). The 1996 Business Administration and Management graduates were just as likely to locate employment in-

district as the 2001 group – with both approaching three-quarters employed in the district where they received their training.

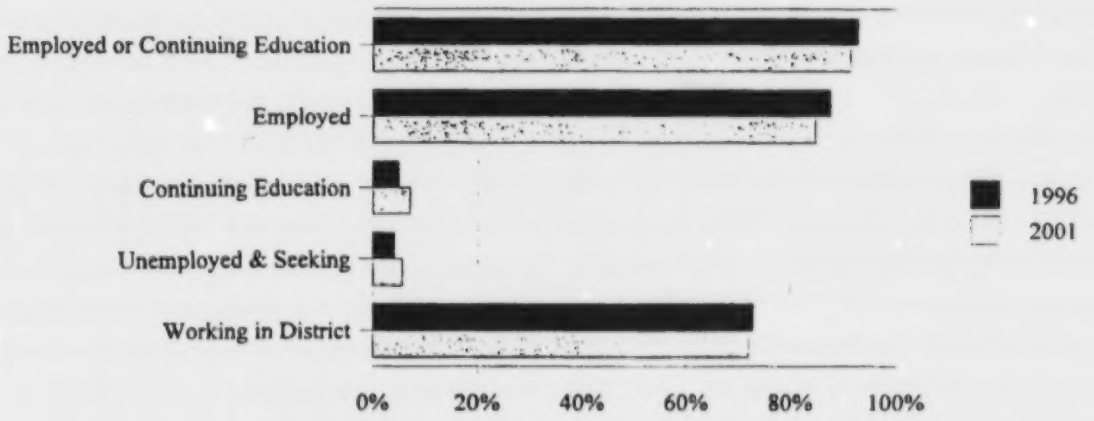


**Figure 12**. Business Administration and Management, General Graduates: FY 1996 & 2001

Bottom Line - Nine out of ten Business Administration and Management graduates were employed and/or pursuing additional education. Hourly wages for Business Administration and Management graduates in full-time positions ($16.96/hour) were slightly below the wages from the field based on the comparison group selected. Wages can vary widely depending upon industry, location, and the worker's experience. Nearly three-quarters of those working were employed in a position related to their field of preparation. The unemployment rate for Business Administration and Management graduates was 5.7 percent (N = 5). Eighty-six percent of Business Administration and Management graduates working in a related field were satisfied with their positions. Outcomes for current Business Administration and Management graduates were comparable to those from five years ago with slightly more favorable outcomes for the earlier completers.

The number of Office Supervision and Management workers is projected to grow more slowly than the average for all occupations through 2010 due to keen competition in the field. (http://www.bls.gov/oco/ocos127.htm).

**Office Supervision and Management**. Individuals involved in Office Supervision and Management oversee the personnel and operations of divisions and/or offices. Office Supervision and Management workers are typically responsible for assuring that office equipment and machines work properly and coordinating any needed repairs. Office Supervision and Management workers in management-level divisions perform administrative tasks to ensure that their staffs can work efficiently. To accomplish work effectively, they must be knowledgeable about the strengths and weaknesses of personnel and the time requirement to accomplish tasks. (*CIS, 2003 and Occupational Outlook Handbook*, 2002-2003)

In Illinois, this is a very large occupation with approximately 86,710 Office Managers in the state. Nationally, nearly $1.4 million Office Managers work in this large occupation. Office Managers work in almost every industry. (*CIS, 2003 and Occupational Outlook Handbook*, 2002-2003)

In Illinois, Office Managers information is included as a part of the larger group of "Office/ Administrative Support Supervisors/Managers." About 3,060 job openings are expected each year. According to the Illinois Department of Employment Security, the short-term forecast for this Occupational grouping through the year 2003 is very unfavorable. Nationally, the employment of Office/Administrative Support Supervisors/Managers is expected to grow more slowly than average for all occupations through 2010. Competition is expected to be keen because the number of applicants should greatly exceed the number of job openings. Some job openings will arise from growth but the majority of vacancies will arise based on a need for replacement workers who transfer to other occupations, retire, or leave for other reasons. (*CIS, 2003 and Occupational Outlook Handbook*, 2002-2003).

Office Supervision and Management graduates from eleven Illinois community colleges responded with the largest contingent coming from South Suburban College (N=114). Ninety-eight Office Supervision and Management graduates returned completed surveys for a response rate of 64.5 percent. An impressive ninety-six percent of the graduates were either employed, continuing their education, or both. Nearly eighty-five percent of the graduates were exclusively working. Four-out-of-ten (N=34) employed graduates reported that they are working in jobs unrelated to their programs of study. When asked why, several different reasons were cited including: over one-half (N=18) were working a temporary job while in transition; found a better paying job (N=3), could not find a job in the field (N=3), preferred another field (N=2) did not want to relocate (N=1), took different job for preferred work hours (N =1) did not complete all requirements (N=1) and other/not specified (N=5).

One-third of the employed graduates started their jobs before enrolling in their Office Supervision and Management programs. Nearly one-half started their jobs while enrolled. Nearly all graduates were working in Illinois with almost an even split between in-district and out-of-district locations.

Graduates employed full-time earned an average of $15.60 per hour or about $32,448 a year which is slightly below average for the field. In Illinois, the median wage for Office Managers is $2,990 per month ($17.25 per hour). Nationally, the median wage for office managers is $3,035 per month ($17.50 per hour). Half of all office managers earn between $2,340 and $3,945 per month ($13.50 and $22.75 per hour). (*CIS, 2003 and Occupational Outlook Handbook*, 2002-2003)

Office Supervision and Management graduates employed in the field were very satisfied with their employment (95.8 percent). Graduates were also satisfied (89.6 percent) with the program components of their training and with college services (84.0 percent).

Statistics reveal some differences between fiscal year 2001 Office Supervision and Management graduates and those completing their program of study in fiscal year 1996 (see Figure 13). The 2001 graduates had a much lower rate of unemployed (5.2 percent) than the 1996 graduates (12.5 percent). Completers from 1996 were much more likely to work in the district where they received

their training (73.1 percent versus 45.6 percent). The rate of those exclusively employed was almost the same for both groups of completers. The percentage of those employed or continuing education or both was higher for the more rent group (95.9 percent versus 87.1 percent).

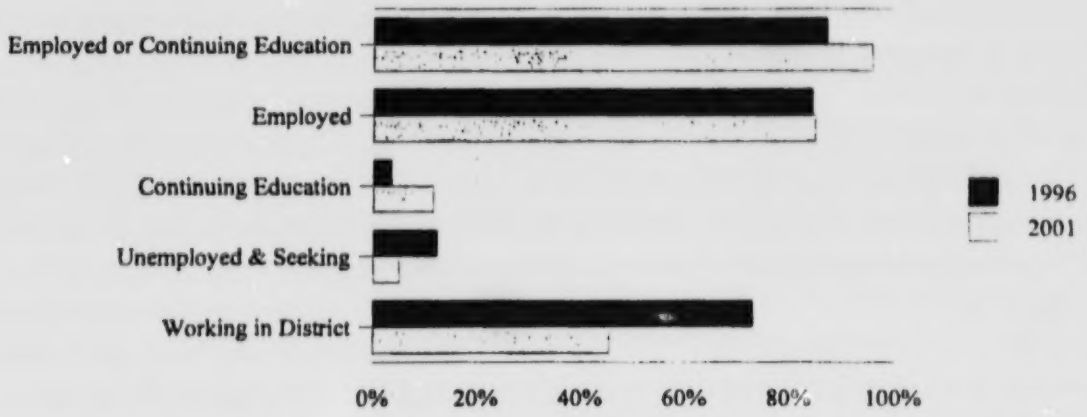


**Figure 13**. Office Supervision and Management Graduates: FY 1996 & 2001

Bottom Line – Office Supervision and Management graduate employment and/or education outcomes were very high (95.9 percent). Earnings for full-time workers were slightly below average ($15.60/hour) for the field. Almost 42 percent of employed graduates were working in a unrelated position, however, most indicated that they were in a transitional/temporary job. The unemployment rate for Office Supervision and Management graduates was 5.2 percent which shows improvement from earlier years. Nine out of ten were satisfied with components of the programs they completed and 84.0 percent were satisfied with college services. Overall, the outcomes for current Office Supervision and Management graduates were more positive than those of the graduates from five years ago. Projections call for keen competition for work in this field.

The short-term forecast for Production Worker Supervisors through the year 2003 is very unfavorable in Illinois. The in state outlook improves to slightly below average through 2008. Nationally employment is expected to grow more slowly than the average for all occupations through 2010. *Occupational Outlook Handbook*, 2002-03

**Operations Management and Supervision.** Graduates from Operations Management and Supervision programs assist in the direction of physical and/or technical organizational operating functions particularly those related to development, production, and manufacturing. Production Worker Supervisors' responsibilities can include production scheduling, staffing, set-up and maintenance of equipment, quality control, inventory control, and the coordinating activities. In manufacturing plants, Supervisors make sure the machinery is set up and operating properly. They adjust machinery controls, test machines, and repair or order the repair of broken machinery. They also create work schedules,

oversee workers, and make sure the work is done correctly and on time. (*Occupational Outlook Handbook*, 2002-2003)

In Illinois, employment of Worker Supervisors is expected to grow slightly slower than average through 2008. About 2,870 job openings are expected each year. The short-term forecast for Worker Supervisors through the year 2003 is very unfavorable. Nationally, the number of jobs for Worker Supervisors is expected to grow as fast as average through the year 2010. Growth will vary by industry with slower than average growth in the manufacturing industry. Computers allow supervisors to oversee the work of more employees. The growth of self-directed teams in the workplace is also reducing the need for supervisors. Supervisory jobs in construction, transportation, and repair is expected to grow as fast as average Despite slow growth, many job openings will occur as current workers leave this occupation. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-2003)

Of the 75 Operations Management and Supervision graduates who were surveyed, 42 responded, yielding a response rate of 56 percent. Six colleges reported outcomes for their Operations Management and Supervision graduates. The majority of the graduates came from McHenry College (N=57). Graduates of Operations Management and Supervision programs fared well with an employment rate of 93.0 percent. All graduates who were employed, were working full-time. Just over three-fourths of those employed were working in a job that was related to their community college program of study. More than 64 percent (N=25) of the graduates had obtained their jobs before they entered the program. Nearly ninety percent (N=34) of the graduates were employed in Illinois. Just over 83 percent of Operations Management and Supervision graduates were satisfied with their related jobs (below the overall average of 86.8 percent) and were even more satisfied with their program components (90.1 percent). They were less satisfied with the college services (82.1 percent).

The average full-time salary for Operations Management and Supervision graduates was one of highest reported at $19.46 per hour or 40,477 a year. In Illinois, median wages for Worker Supervisors range from $2,955 per month ($17.05 per hour) to $4,590 per month ($26.45 per hour). Nationally, the median wage for Worker Supervisors varies by field. The median wages for Production and Operating Workers was $3,360 ($19.35 per hour). (*CIS, 2003 and Occupational Outlook Handbook*, 2002-2003)

Operations Management and Supervision graduates were also surveyed five years ago. Positive outcomes were reported for both groups with slightly more favorable outcomes for the 2001 completers. The 2001 Operations Management and Supervision graduates had a slightly higher percentage employed (93.0 percent versus 92.3 percent) as well as employed, continuing their education or both (92.9 percent versus 91.7 percent) than 1996 graduates. The 2001 graduates also had a lower percentage of those unemployed and seeking (7.0 percent versus 7.7 percent). The 2001Operations Management and Supervision graduates were more likely to find employment in the district where they received their training (63.6 versus 56.5 percent). These comparisons are illustrated in the following graph.

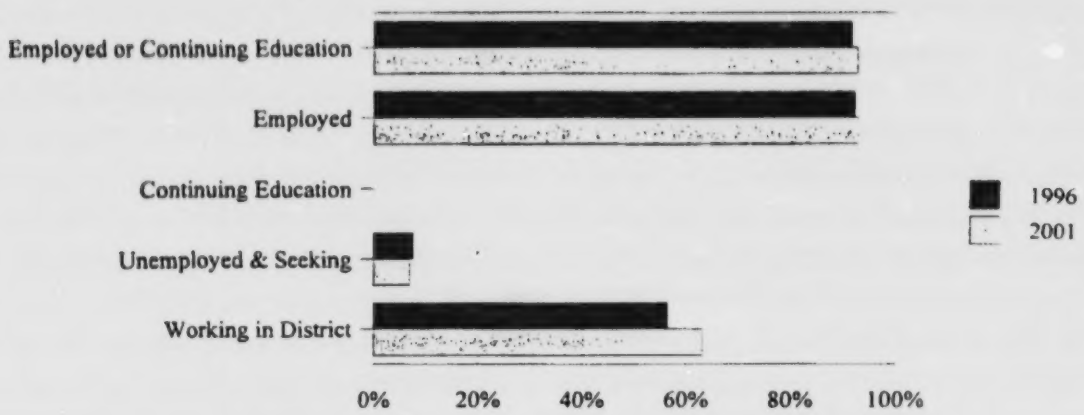


**Figure 14**. Operations Management and Supervision Graduates: FY 1996 & 2001

Bottom Line - Hourly earnings for Operations Management and Supervision graduates for full-time workers was among the highest of all the programs in this study at $19.46/hour. Wages were competitive for the field. Nearly ninety-three present of the Operations Management and Supervision graduates were employed and/or education. Just over three-quarters were working in a position related to their field. All of the working graduates held full-time positions. The unemployment rate for Operations Management and Supervision graduates was above the overall average at 7.0 percent. Just over 83 percent of Operations Management and Supervision graduates working in a related field were satisfied with their positions. Outcomes for current Operations Management and Supervision graduates were similar to those from five years ago and were slightly more positive. Competition for jobs is expected to be somewhat more intense than in the average occupation.

Nationally, the outlook for dental services depends on the speciality – Dental Assistants and Hygienists are expected to grow much faster than average through 2010 while slow growth is anticipated among Dental Lab Techs .(CIS, 2003).

**Dental Services**. Individuals involved in Dental Services perform a variety of tasks. Dental Laboratory Technicians read Dentists' prescriptions and create devices that correct, replace, or restore patients' teeth. They build models of patients' mouths. Dental Assistants help Dentists with patient care, office tasks, and lab duties. They work closely with Dentists as they examine and treat patients. Dental Hygienists clean teeth and teach clients how to prevent tooth decay and gum disease. Dental Hygienists discuss general health issues with clients and update dental charts (CIS, 2003).

Nationally, the outlook for individuals entering Dental Services depends on the speciality area.. The number of jobs for Dental Laboratory Techs is expected to grow

more slowly than average through the year 2010. With improvements in dental health, fewer people are expected to need a restorative work and full set of dentures. The number of jobs for Dental Assistants is expected to grow much faster than average through the year 2010. The increasing trend for people to keep their natural teeth and an aging population will fuel the demand for Dental services. Older Dentists, who are less likely to employ assistants, will be replaced by recent graduates, who are more likely to hire assistants. The number of jobs for Dental Hygienists is expected to increase much faster than average through the year 2010. Much of the demand for Dental Hygienists results from Dentists hiring them to do tasks they once did. (CIS, 2003).

The only program excluded from the analysis, due to a small number of respondents, was Dental Laboratory Technician. The two dental services programs included in this year's report are:

| Program Area | CIP Code |
|---|---|
| Dental Assistant | 510601 |
| Dental Hygienist | 510602 |

Dental Assistants is one of the 50 fastest growing occupations in Illinois. *CIS* (2003)

**Dental Assistants.** Dental Assistants have responsibilities in patient care, office, and laboratory services. Duties often include direct chair side patient care during the examination and treat patients. Assistants make patients comfortable, prepare them for treatment, and obtain dental records. They hand instruments and materials to Dentists during procedures, and keep patients' mouths dry and clear. Assistants also sterilize instruments and equipment, prepare tray setups, and instruct patients on postoperative and general oral health care. Dental Assistants with more training prepare trays for making impressions and restorations, take x-rays and process the film, and remove stitches or apply numbing agents to patients' gums. The scope of work for a Dental Assistant depends chiefly on the accepted practice at the dental office they work in. Assistants who have lab duties make casts of the teeth and mouth from impressions taken by the Dentists, clean and polish removable appliances, and make temporary crowns. Dental Assistants with office duties schedule and confirm patient appointments. They may keep records, send bills, process payments, and order dental supplies and materials. (*CIS*, 2003 *and Occupational Outlook Handbook*, 2002-2003)

In Illinois the demand for Dental Assistants is expected to grow much faster than average through 2008. Dental Assistants is one of the 50 fastest growing occupations in the state. The short-term forecast in Illinois for this occupation through the year 2003 is very favorable. Nationally, the number of jobs for Dental Assistants is expected to grow much faster than average through the year 2008 (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03 ).

Eight Illinois community colleges offer training in Dental Assistant. Over three-quarters of the fiscal year 2001 Dental Assistant graduates responded to the survey. At the time of the survey, nearly one-third of the graduates were enrolled in a program related to their field. Four out of five working graduates were working in a position that was related to their program of study. Only 3.4 percent of the graduates were unemployed.

More than one-half of the employed Dental Assistant graduates obtained their jobs after completion of the program. This is in keeping with the regulated nature of most occupations in this broad program area. Two-thirds of the working graduates were employed in the community college district where they received their education. Reasons cited for working outside the field included: preferred another field (N = 3); temporary job (N = 2 ); preferred not to relocate (N = 1); not licensed (N = 1); not specified (N = 1). Dental Assistant graduates working in the field were highly satisfied with their jobs – the second highest rating awarded by any graduates surveyed. Likewise, nine out of ten Dental Assistant graduates were satisfied with program components and college services.

The average full-time salary among Dental Assistant graduates was $9.63 per hour or $20.030 annually. Although the full-time salary is one of the lowest among the major program categories, it is consistent with the median hourly wage of $9.86 for Dental Assistants in Illinois. Nationally, the median wage for Dental Assistants is $11.24 per hour. Half of all Dental Assistants earn between $9.25 and $13.51 per hour. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Some differences exist between fiscal year 2001 Dental Assistant graduates and those completing their program of study in fiscal year 1996 (see Figure 15). The 2001 graduates displayed a lower rate of those unemployed and a higher percentage of those working in the district where they received their training. The rate of those exclusively employed was higher for the 1996 graduates and the percentage of those continuing their education was higher for the more recent graduates. The percentage of those employed or continuing education or both was about the same for both groups.

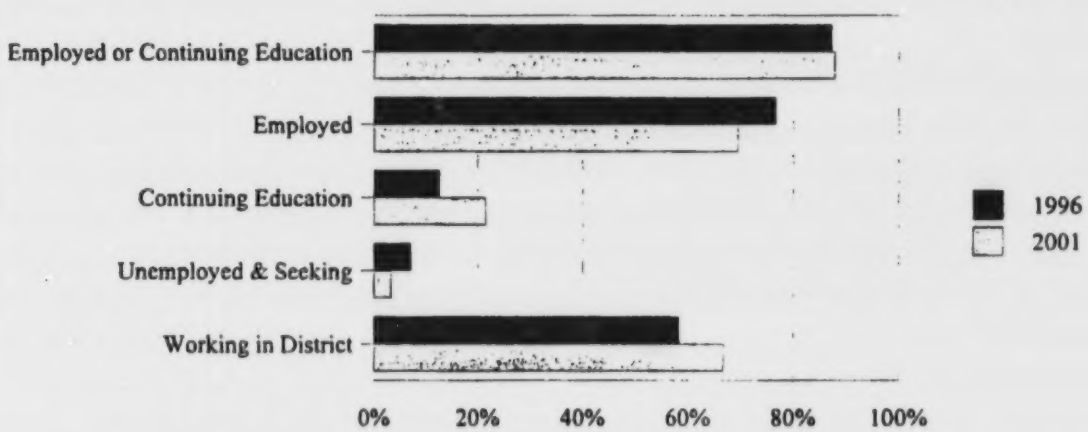


**Figure 15**. Dental Assistant Graduates FY 1996 & 2001

Bottom Line - Nearly nine out of ten Dental Assistant graduates were employment and/or education. Hourly earnings for Dental Assistant graduates working full-time were relatively low at $9.63/hour but are competitive for the occupation. Four out of five of those working were employed in a position related to their field. The unemployment rate for Dental Assistant graduates was low at 3.4

percent. Nearly 97 percent of Dental Assistant graduates were satisfied with their positions when they were working in a related field. Outcomes for current Dental Assistant graduates were similar to those from five years ago and were fairly positive. Dental Assistants is one of the 50 fastest growing occupations in Illinois but the wages are limited.

Nationally and in Illinois, employment of dental hygienists is expected to grow much faster than the average for all occupations through 2008. Dental hygienists is one of the 50 fastest growing occupations in the state. *CIS* 2003

**Dental Hygienists.** Dental Hygienists are important members of the dental healthcare team who work with Dentists in the direct delivery of dental care to patients. Hygienists use their clinical skills to clean teeth and interpersonal skills to teach clients how to prevent tooth decay and gum disease and how to recognize problems early. Dental Hygienists examine patients' teeth and gums and note the presence of diseases or abnormalities. Hygienists use dental instruments to remove calculus, plaque, and stains from teeth. Hygienists prepare clinical and laboratory diagnostic tests for the Dentist to interpret. Sometimes Dental Hygienists work chair-side with the dentist during treatment but often they either clean teeth prior to the dentist beginning his/her examination or finish work the dentist does not complete. Examples include removing excess cement from tooth surfaces or polishing fillings. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

In Illinois, this is a small occupation with about 5,670 Dental Hygienists employed statewide. Nationally, approximately 146,600 Dental Hygienists work in this medium-sized occupation. The majority of dental hygienists work in private dental offices. In Illinois, employment of dental hygienists is expected to grow much faster than average through 2008. Dental hygienists is one of the 50 fastest growing occupations in the state. The short-term forecast for this occupation through the year 2003 is very favorable. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

Seven Illinois community colleges train Dental Hygienists. A relatively high percentage (69.1 percent) of the 165 fiscal year 2001 graduates responded to the occupational follow-up survey. Just over 85 percent of the graduates in this specific program were employed. The unemployment rate was 6.5 percent (N = 7). Nearly 71 percent were working on a full-time basis. Over one-quarter of the Dental Hygienists were working part-time. Over 90 percent of employed graduates had jobs as Dental Hygienists. Nearly 80 percent of the working Dental Hygienist graduates obtained their jobs after program completion. This is in keeping with the regulated nature of most occupations in this broad program area. Nearly three-out-of-four Dental Hygienist graduates worked outside of the community college district in which they received their education. The small number of colleges offering the program may be a contributing factor here. Despite the high percentage of graduates working out of district, all but one graduate remained in Illinois. Just over 86 percent of the graduates working in a related position were satisfied with their current employment.

While generally positive, Dental Hygienists were slightly less satisfied with their community college experience than average. They were slightly less satisfied with program components than other

graduates (85.2 percent compared to 89.1 percent overall). This was especially evident for the component of 'Equipment, Facilities and Materials' as 8 out of 10 Dental Hygienist graduates rated them as satisfactory very 9 out of 10 overall. Dental Hygienist graduates were also less satisfied with colleges services than other graduates (77.7% versus 84.7%). This was especially evident for financial aid services as only two-thirds of Dental Hygienist graduates were satisfied versus 83.7 percent among all graduates.

The average full-time salary was $25.99 per hour or approximately $54,059 per year -- the highest among all the major programs surveyed this year. This also compares favorably with the median hourly wage of $22.64 for Dental Hygienists in Illinois. Nationally, the median wage for Dental Hygienists is $22.69. Half of all Dental Hygienists earn between $17.73 and $30.56 and hour (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Dental Hygienist graduates were also surveyed five years ago. Comparisons indicate slightly more favorable outcomes for the 1996 completers than for the 2001 graduates. The 1996 Dental Hygienist graduates had a higher percentage of those employed (85.2 percent versus 95.6 percent) and those employed, continuing their education or both (88 percent versus 95.6 percent). The 1996 graduates also had a lower percentage unemployed graduates (6.5 percent and N = 6 versus 3.4 percent and N = 3). The 1996 Dental Hygienist graduates were more likely to find employment in the district where they received their training (35.7 versus 24.7 percent). These comparisons are illustrated in the following graph.

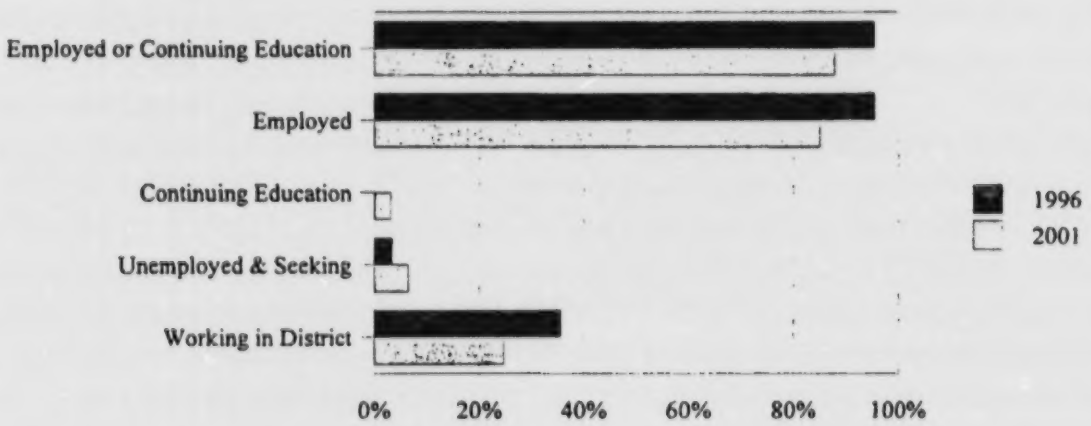


**Figure 16**. Dental Hygienist Graduates FY 1996 & 2001

Bottom Line - Hourly earnings for Dental Hygienist graduates for full-time workers was the highest of all the programs in this study at $25.99/hour. Dental Hygienist graduates combined employment and/or education outcomes were about average (88.0 percent). A high percentage (90.1 percent) of those working were employed in a position related to their field. The unemployment rate for Dental Hygienist graduates was 6.5 percent which is slightly higher than the average across all programs

in the study. Slightly over 86 percent of Dental Hygienist graduates working in a related field were satisfied with their positions. Results for recent Dental Hygiene graduates were definitely positive but slightly less so than those enjoyed by program completers from five years ago. Employment opportunities are expected to be plentiful, wages are high, work hours are regular, and working conditions are professional and generally pleasant.

As the population and personal incomes grow, the demand for cosmetic services should increase. *CIS* (2003)

**Cosmetic Services**. Individuals in Cosmetic Services and personal appearance workers help people look neat and well-groomed. They furnish specialized services which can include including hairstyling, make-up, manicures, pedicures, therapeutic massage, etc. to help clients look and feel their best. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

According to Career Information System (2003), the demand for Cosmetic Services should increase as the population and personal incomes grow. Part of the growth will come from teenagers and baby boomers who want increasingly more hair services. Growth in full-service spa salons is also anticipated. These salons offer services such as beauty wraps and therapeutic massages. Many employees will be needed to offer a full range of services.

Nail Technology was excluded from the analysis due to the small number of respondents. The two community college system Cosmetic Service programs included in this report are:

| Program Area | CIP Code |
|---|---|
| Cosmetologist | 120403 |
| Massage | 120405 |

Employment opportunities for cosmetologists is expected to increase about as fast as the average for all occupations through 2008. The short-term forecast for cosmetologists through the year 2003 is very favorable. *CIS* (2003)

**Cosmetologists.** Services provided by a Cosmetologist encompass those of a Hairstylist and more. Hairstylists and Cosmetologists provide beauty services such as shampooing, cutting, coloring, and styling hair. They many also advise clients on how to care for their hair, or color, straighten or permanent wave their hair. However, additional services a Cosmetologist can provide include manicures, pedicures, and scalp and facial treatments. They may also clean and style wigs and hairpieces. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Employment opportunities for Cosmetologists is expected to increase about as fast as the average for all occupations through 2008. The short-term forecast for Cosmetologists through the year 2003 is very favorable. Nationally, the number of jobs for Hairstylists and Cosmetologists is expected to

grow about as fast as average through 2010. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

In Illinois, this is a medium-sized occupation. About 24,650 Hairstylists and Cosmetologists are employed in the state. Around 960 jobs are expected to become available each year. Growth among Cosmetologists will increase as the population and personal incomes grow. Strong competition is expected for employment at elite salons where the pay is higher. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

The response rate was 42.6 percent as 166 Cosmetologist graduates responded to the survey. Ninety percent of the graduates were either employed, pursuing additional education, or both. Fourteen percent of the graduates were both employed and enrolled in further education. Among those who were both working and pursuing additional education, four out of ten were studying in a related field. Three Cosmetologist program completers were unemployed (3.1 percent).

Around 81 percent of the employed Cosmetologist graduates were working in a related field. Graduates employed in positions related to their training had were very satisfied with their jobs (95.3 percent). The 15 individuals working outside the field cited the following reasons: other/unknown (N = 6), preferred to work in another field (N = 3), found better paying job in another field (N = 2), could not find job in field of preparation (N = 2), temporary job while in transition (N = 1), and didn't complete program or pass licensing test to be eligible to work in field (N = 1).

Approximately 76.3 percent of the working graduates were employed in full-time positions. The average wage for Cosmetologists working full-time who graduated from community colleges was $9.56 per hour or an estimated $19,884 annually. Cosmetologists employed part-time earned $9.02 per hour. In Illinois, the median wage for Hairstylists and Cosmetologists is $10.25 per hour or approximately $21,320 per year, depending on experience and the range of services they provide. Nationally, median annual earnings in 2000 for salaried Hairdressers, Hairstylists, and Cosmetologists, including tips and commission, were $17,660. The middle 50 percent earned between $14,000 and $23,910. Median annual earnings were similar at $17,620 in beauty shops and $17,570 in department stores. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Eighty-nine percent of employed Cosmetologist located their current positions either while enrolled or after completing their program. Three-quarters of the graduates from this program located employment in the district where they received their training. Close to 20 percent were working outside of the district, but still in Illinois. Less than 5 percent were working outside of Illinois.

Nearly 4 out of 5 Cosmetologist program graduates were satisfied with the components in their major programs. The most highly rated components included course content (86.4 percent) and lecture/lab experience (81.4 percent). Labor market employment information rated the lowest at 71.3 percent. These rating are below average compared to most graduates surveyed.

Overall, 86.1 percent of Cosmetologist graduate respondents were satisfied with college services. Financial aid (91.3 percent), career planning (84 percent), transfer planning (91.3 percent), and library/audio visual (96.7 percent) were rated more highly than the state average. Student activities

(87.5 percent) and academic advising (80 percent) fell just below the state average. Counseling, at 67.4 percent, was rated the lowest.

Comparisons between 2001 Cosmetologist graduates and 1996 completers show positive outcomes for both years. As illustrated in Figure 17, graduates from fiscal year 2001 demonstrated a slightly lower rate of employment corresponding with an increase in the percentage of students exclusively pursuing further education. Unemployment was also slightly higher for more recent graduates. Students pursuing employment or additional education remained relatively unchanged. There was a slight increase in the percentage of graduates who were working in the district where they received their training.

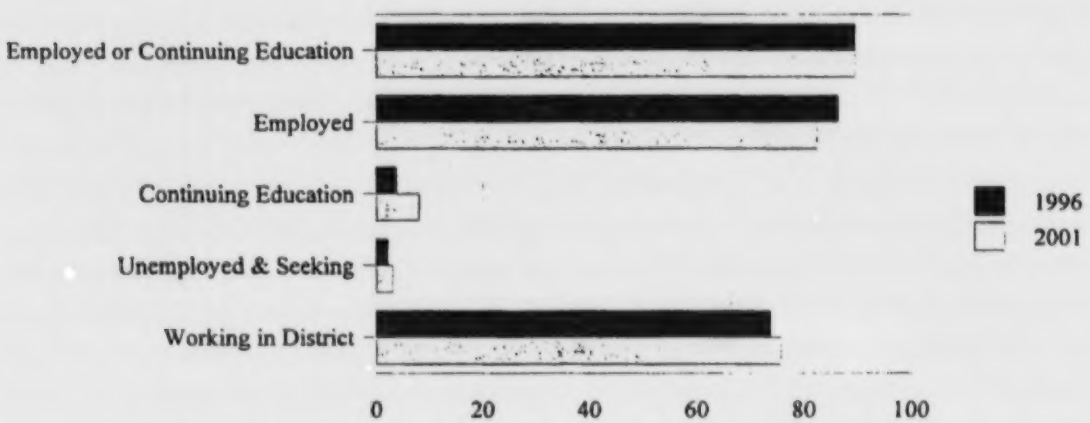


**Figure 17**. Cosmetologist Graduates: FY 1996 & 2001

Bottom Line – Nine out of ten cosmetology graduates were employed, continuing their education, or both. Eighty-one percent of the employed cosmetologist graduates were working in a related field. The unemployment rate for graduates was 3.1 percent. Earnings for full-time workers were above average ($9.56/hour) for the field. Cosmetology completers working in a related field were very satisfied with their positions (95.3 percent). Overall, 86.1 percent of respondents were satisfied with the program services. Cosmetologist program graduates were also satisfied with the components in their majors (78.4 percent) but rated them below the state average of 89.1 percent. Outcomes for current cosmetologist graduates compare favorably to those from five years ago. Outcomes were positive for both groups of graduates. Earnings are somewhat limited in this occupation with intense competition for vacancies at spas where pay is highest. Additional training in small business operations could position an individual to open his/her own salon. Overall employment opportunities for Cosmetologists are expected to grow about as fast as the average for all occupations through 2008.

Nationally, faster than average growth is expected for Massage Therapists through 2010. *Occupational Outlook Handbook*, 2002-03

**Therapeutic Massage.** Massage Therapy involves the use of the hands to apply various scientific techniques to the soft tissues and muscular structure of the body. A trained masseuse provides services to improve patients' mobility, reduce their pain, and attempts to elevate the clients overall quality of life. The goal of Therapeutic Massage is to not only to relieve pain and improve the function of joints and muscles but also to provide stress relief. Nationally, there are approximately 34,000 Massage Therapists employed in this small occupation. Through 2010, faster than average growth is expected for Massage Therapists. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Nearly 56 percent of the Therapeutic Massage graduates responded to the survey (N = 57 of 102). Close to 89 percent of the graduates were either employed, pursuing additional information, or both. Nearly 73 percent were exclusively employed while 10.2 percent were both employed and pursuing additional education. Therapeutic Massage graduates had an unemployment rate of 8.8 percent.

Almost 65 percent of employed Therapeutic Massage graduates were working in a job related to their training. Approximately four out of five graduates working in related and unrelated positions were satisfied with their employment situations. Reasons provided for working in an unrelated position included other/unknown (N = 7), temporary job while in transition (N = 3), found better paying job in another field (N = 2), could not find job in the field (N = 2), preferred to work in another field (N = 1), worked previously in field, but changed (N = 1), and health problems prevented student from working in field (N = 1).

Almost 62 percent of working Therapeutic Massage graduates began their jobs after program completion which is well above average for all graduates. Nearly one-quarter were already employed in their most recent positions when they entered the program. A substantial portion (70.8 percent) found work within their college district. About 27 percent were working outside of the district, but in Illinois. One Therapeutic Massage graduate was working out of state. Only slightly more than one-half of the working graduates were employed in full-time positions – substantially lower than 83.6 percent for all occupations. Part-time employment is common in this field and part-time workers earn substantial wages for the hours they work.

Full-time Therapeutic Massage program graduates from community colleges earned $16.76/hour or approximately $34,860 annually. Therapeutic Massage graduates employed in part-time positions made $30.78/hour. Earnings data for this occupation are not readily available from the standard sources. Therapeutic massage graduates' earnings were slightly above the average ($15.39/hour) for all graduates in this year's study. A professional association for the industry called the Associated Bodywork and Massage Professionals (2000) reports annual earning averaged $30,860 per year ($14,84/year) from all sources with over one-half of the respondents to the association's survey having multiple sources of income. Wages vary substantially and part-time work is the norm.

Overall, therapeutic massage graduates reported an eighty-four percent level of satisfaction with the components of the program they completed. Lecture/lab experience (92.7 percent) and course

content (89.1 percent) received the highest ratings. On the low end, nearly three-quarters of the graduates were satisfied with equipment/facilities/materials and labor market information availability. Eighty-seven percent of massage graduates were satisfied with college services.

No comparisons are made between the 2001 and 1996 graduates because this is a relatively new program. Outcomes were generally positive for 2001 graduates compared to other programs in the occupational follow-up study.

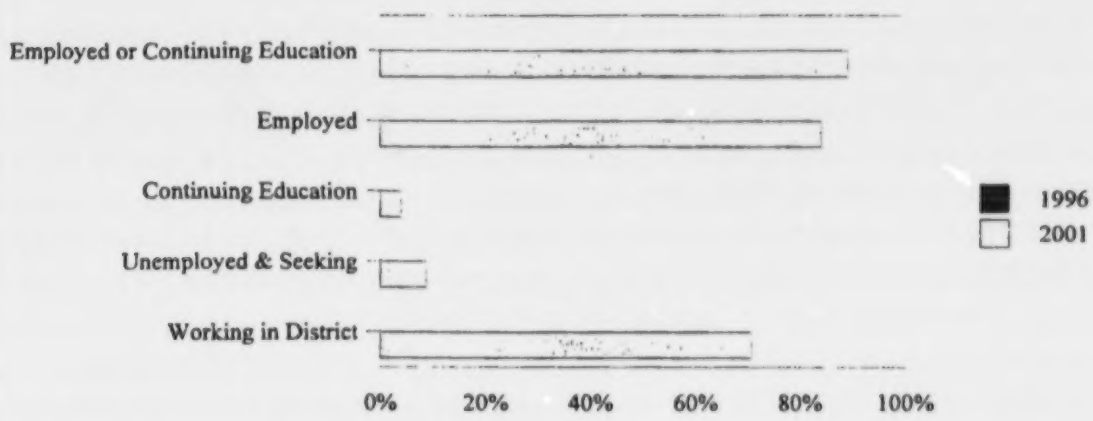


**Figure 18**. Therapeutic Massage Graduates: FY 1996 & 2001

Bottom Line – Eighty-nine percent of Therapeutic Massage graduates were employed, continuing education, or both. Only 54.2 percent of working graduates were employed in full-time positions but part-time employment is common in this field. The unemployment rate for Therapeutic Massage graduates was 8.8 percent. Full-time massage program graduates from community colleges earned $16.76/hour. Their earnings were slightly above the average ($15.39/hour) for all graduates in this year's study and comparable to wages earned ($14,84/year) in the field. Massage graduates employed in part-time positions made close to twice the amount of full-time graduates at $30.78/hour. Overall, massage graduates were satisfied with their programs (83.6 percent) and college services (86.9 percent). Outcomes were generally positive for 2001 graduates compared to other programs in the occupational follow-up study. Faster than average growth is expected for Massage Therapists through 2010 with part-time employment the norm.

Individuals seeking employment in the field of fire protection are expected to face keen competition for available job openings. *Occupational Outlook Handbook (*2002-2003*)*

**Fire Protection**. Many people are attracted to Firefighting because it is challenging and provides the opportunity to perform an essential public service, a high school education is usually sufficient for entry, and a pension is guaranteed upon retirement after 20 years. Consequently, the number of qualified

applicants in most areas exceeds the number of job openings. The written examination and physical requirements eliminate applicants but there are still many minimally qualified candidates. This situation is expected to persist in coming years. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Fire Services Administration and Fire Science/Firefighting were not included in the study because of the small number of respondents. The one community college Fire Protection program included in this year's report is:

| Program Area | CIP Code |
|---|---|
| 430201 | Fire Protection and Safety Technology |

In Illinois, employment of Fire Fighters is expected to grow more slowly than average through 2008. The short-term forecast for Fire Fighters through the year 2003 is favorable. CIS (2003)

**Fire Protection and Safety Technology/Technician.** By successfully completing a Fire Protection and Safety Technology program, students develop skills for positions in industrial safety, fire prevention, insurance investigation, fire investigation, hazardous materials, and public education. Firefighters in city fire departments respond to fire alarms and other emergency calls to protect the community against injury, loss of life, and destruction of property by fire. Firefighters work in a variety of settings, including urban and suburban areas, airports, chemical plants and industrial sites, and rural areas such as grasslands and forests. Some Firefighters after gaining experience become Fire Inspectors who examine structures to prevent fires and to ensure compliance with fire codes. They prepare reports of their inspections and report code violations or recommended changes. Others advance to become Fire Investigators who determine the origin and causes of fires. They work on cases where the cause of a fire may be arson or criminal negligence and collect evidence, interview witnesses, and prepare reports. Fire Investigators have the authority to issue warrants and make arrests. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

The Career Information System (2003) reports that in Illinois, employment of Fire Fighters is expected to grow more slowly than average through 2008. The short-term forecast for Fire Fighters through the year 2003 is favorable. Nationally, the number of jobs for Fire Fighters is expected to increase more slowly than average through the year 2010. Most jobs will be created in more rural environments as volunteer Firefighting positions change over to paid positions. There will also be a need for replacement workers when individuals leave the field or retire. Keen competition is expected for positions and turnover is low and layoffs are uncommon. Additionally, Fire Departments compete with other public safety providers for funding which limits occupational growth.

One hundred and eleven Fire Protection graduates returned usable surveys for 58.7 percent response rate. Fire Protection training is a substantial program in the Illinois Community College System.

Twenty-three community colleges reported on their Fire Protection graduates from fiscal year 2001. Colleges with the largest programs include Washington (N=45), DuPage (N=25) and Illinois Central and South Suburban each with 17 graduates. Ninety-nine percent were either employed, pursuing additional education, or both. One graduate was not actively seeking employment. Nine out of ten working Fire Protection graduates was in full-time positions. Three out of four graduates who were enrolled in further education were studying in a related field.

Eighty-four percent of the Fire Protection graduates were employed in the field. Seven graduates indicated they elected to work outside of the field for the following reasons – preferred work in another field ( N = 3); temporary transitional job (N = 2); another job offered preferred hours (N = 1); found better pay in another field (N = 1). Three graduates could not find work in the field and one indicated an inability to meet job certification requirements. Seven graduates did not specify why they were working in another field.

A slight majority (55.8 percent) of the graduates were upgrading Fire Protection skills for a current job. A quarter of the graduates became Firefighters while enrolled in the program. Approximately seven out of ten graduates were working in the community college district and protecting local residents and their property.

Fire Protection graduates working full-time earned $19.69 an hour or $40.955 annually. Full-time workers earned approximately $3,413 a month. Community college graduates employed part-time earned $15.76 per hour. Comparative state and national information reveals that community college graduates earn competitive wages. The median wage for Fire Fighters in Illinois is $3,790 per month ($21.90 per hour). Nationally, the median wage for Fire Fighters is $2,850 per month ($16.45 per hour). Half of all Fire Fighters earn between $2,050 and $3,770 per month ($11.80 and $21.75 per hour). Wages vary by location and the Fire Fighter's schedule. Overtime pay is received when minimum work hours are exceeded. Union workers typically earn higher wages.

Nine out of ten graduates working in Fire Protection were satisfied with their employment. Two out of three graduates working outside the field were satisfied with their jobs as well. An impressive ninety-six percent of the graduates were satisfied with the programs that they completed. Ratings were high across the various components with course content (99.1 percent) and lecture/lab experiences (98.1 percent) the most highly rated and labor market information rated somewhat lower but still very positive (90.1 percent).

Overall Fire Protection graduates awarded college services an 85.0 percent approval rating. Library/AV services and student activities received the highest ratings at about ninety-three percent satisfaction. On the low end, three out of four Fire Protection graduates were satisfied with career planning services.

Figure 18 contains comparative data from FY 1996 and FY 2001 Fire Protection graduates. Results were similar for both groups of graduates. In-district employment was slightly higher among FY 1996 graduates. Recent graduates were enrolled in additional education more frequently (9.1 percent for FY2001 graduates versus 3,2 percent for FY1996). The unemployment rate for both years was zero. Employment and combined employment and continuing education rates were high for both groups but slightly higher for more recent graduates.

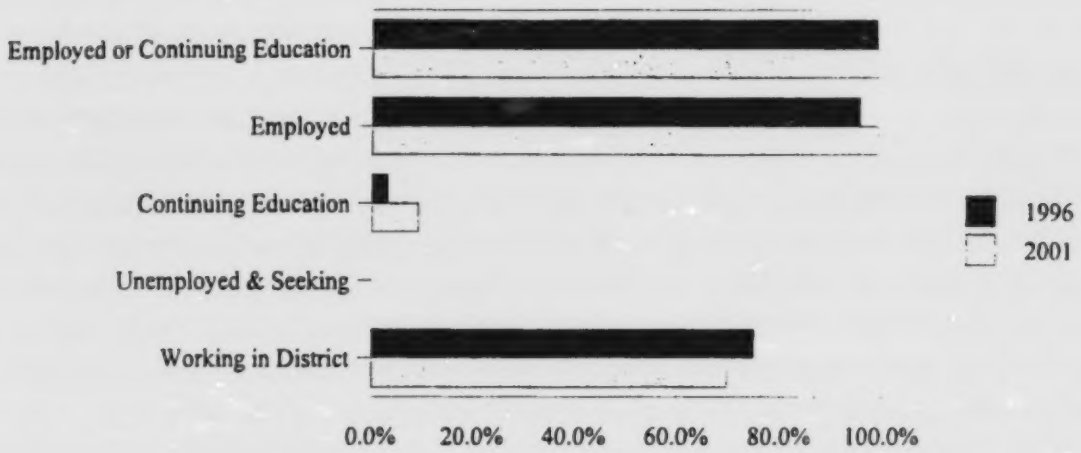


**Figure 19**. Fire Protection and Safety Technology Graduates: FY 1996 & 2001

Bottom Line – Ninety-nine percent of the Fire Protection graduates were either employed, pursuing additional education, or both. Nine out of ten employed graduates were in full-time positions. One graduate was not actively pursuing employment. Eighty-four percent of the Fire Protection graduates were working in the field. Most graduates working in another field either elected to work elsewhere (7) or did not specify their reasons (7). Three graduates could not find a job in the field and one indicated an inability to meet job certification requirements. Fire Protection graduates earned competitive salaries with those in full-time positions earning $19.69 an hour or $40,955 annually. Satisfaction levels were very high among Fire Protection graduates – 96.1 percent satisfied with their academic program, ninety percent satisfied with their employment – among those working in the field – and 85.0 percent satisfied with college services. Competition for entry into the field is keen, irregular work hours are common, and the work can be hazardous but rewarding.

Average employment growth for Culinary Arts and related services graduates is expected to be average through 2008. *CIS* (2003)

**Culinary Arts and Related Services**. Programs in this area train individuals for a variety of jobs within the food service industry. Areas of instruction include cooking techniques, equipment operation and maintenance, sanitation and safety, communication skills, and improvement of food service

management. Employment growth for culinary arts and related services graduates is expected to be average through 2008. Much of the growth in this field will be due to increases in population. household income, and leisure time. Larger cities and tourist areas providing more opportunities for culinary arts and related services graduates. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

The three community college system culinary arts and related services programs included in this report are:

| Program Area | CIP Code |
|---|---|
| 120501 | Baker/Pastry Chef |
| 120503 | Culinary Arts/Chef Training |
| 120504 | Food and Beverages/Restaurant Operations Manager |

Average employment growth for Bakers is projected through 2008 in Illinois. Short term growth through 2003 is favorable. *CIS* (2003)

**Baker/Pastry Chef.** Bakers mix and bake ingredients to produce breads, pastries, and other baked goods. Some Bakers work in kitchens in restaurants, grocery stores, and bakeries. Other Bakers work for companies that manufacture large quantities of baked goods. These packaged goods are then sold through grocery and chain stores. Both types of Bakers perform similar tasks but on a different scale. For example, Bakers who work for manufacturing companies use large ovens and mixing devices. They follow recipes that produce large quantities of the same item. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

In Illinois, this is a medium-sized occupation with about 12,180 Bakers employed throughout the state. Nationally, about 159,900 are employed. Average employment growth for Bakers is projected through 2008 in Illinois. Around 460 job opportunities are expected each year. The short-term forecast for Bakers through the 2003 is very favorable. In the nation, the number of jobs for Bakers is expected to increase about as fast as the average for all occupations through 2010. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

The response rate of Baker/Pastry Chef graduates was 47.6 percent with 10 of 21 graduates responding. Due to the small number of respondents caution should be used in generalizing from these results. Four community colleges reported on Baker/Pastry Chef graduates. Seven graduates were employed, pursuing further education, or both. Five were exclusively employed, one was only continuing education, and one was employed and pursuing further education. One individual was unemployed.

Three working graduates from Baker/Pastry Chef programs were employed in a related field. Two out of three employed in a related field were satisfied with their positions. There were two individuals that did not find employment in a related field. One individual indicated he had an

unrelated job because of a temporary job while in transition and the other individual did not specify a reason.

Three Baker/Pastry Chef graduates acquired their jobs prior to entering the program. One graduate began employment during program enrollment, and another graduate began their latest job after program completion. Three out of five found employment within their college's district and two worked out of the district, but in Illinois.

Based on a few responses – the average salary for Baker/Pastry Chef program graduates working full-time was $16.96/hour or $35,277 annually. No information was available for part-time graduates. In Illinois, the median wage for Bakers is $1,605 ($9.25 per hour). Nationally, the median wage for Bakers is $1,645 per month ($9.50 per hour). Half of all Bakers earn between $1,300 and $2,130 per month ($7.50 and $12.30 per hour). Wages vary greatly depending on the area of the country and the employer. In general, Bakers who work for manufacturing companies tend to earn higher wages. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Approximately 8 out of 10 Baker/Pastry Chef graduates were satisfied with their program components. Course content (9 out of 10), lecture/lab experience (8 out of 10), and equipment/facilities materials (8 out of 10 ) were all rated positively. Labor market employment information (6 out of 10) was rated lower among completers. More than 8 out of 10 Baker/Pastry Chef graduates were satisfied with college services.

Selected outcomes for Baker/Pastry Chef completers vary between 1996 and 2000 mainly due to the lower number of respondents (ten respondents in 1996 and 2001). Outcomes are generally positive for both groups of graduates.

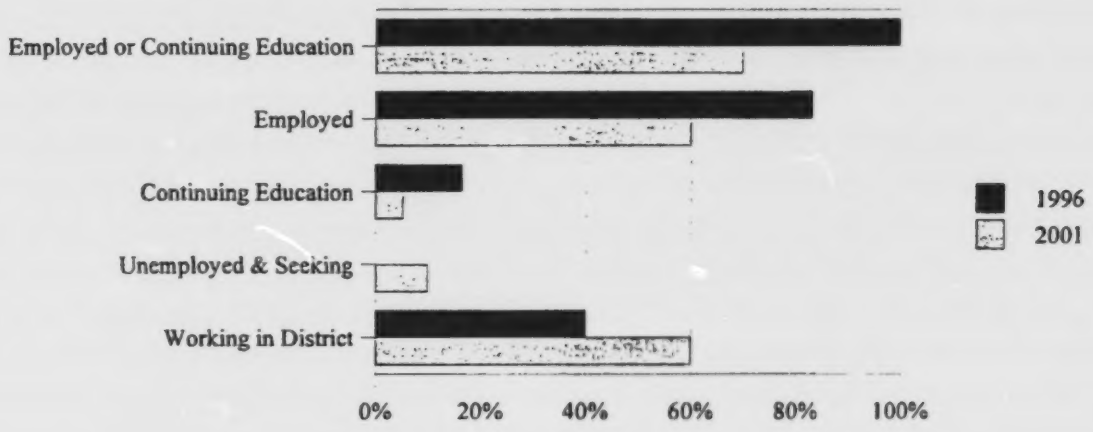


**Figure 20**. Bakery/Pastry Chef Graduates: FY 1996 & 2001

Bottom Line – Baker/Pastry Chef is a small program and few graduates responded to the survey. Results may not be representative due to the small number of responses. Overall, the three Baker/Pastry Chef respondents working in full-time positions earned an average of $16.96/hour. In Illinois $9.25/hour is a more typical wage. Three working graduates in baker/pastry programs were employed in the field and two of them were happy with their jobs. One individual was unemployed. Baker/Pastry Chef graduates were satisfied with the programs they completed and college services. Outcomes for 1996 and 2001 graduates were generally positive. Employment opportunities exist for Baker/Pastry Chefs. Wages are limited with employment in manufacturing companies tending to pay better.

Growth for Chefs and Dinner Cooks is expected to be as fast as the average for all occupations through 2010. *CIS* 2003

**Culinary Arts/Chef Training**. In general, Chefs and Dinner Cooks prepare meals in restaurants, hotels, and institutions. Chefs and cooks measure, mix, and cook ingredients according to recipes. To perform tasks, they use a variety of pots, pans, cutlery, and other equipment, including ovens, broilers, grills, slicers, grinders, blenders. Responsibilities of Chefs and Dinner Cooks could also include directing work of other kitchen workers, estimating food requirements, and ordering food supplies. Chefs and Dinner Cooks also help plan meals and develop menus. Little education or training is required for entry-level Cooks but to achieve the level of skill required for an Executive Chef or Cook in a fine restaurant requires extensive training and experience. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

In Illinois, Chefs and Dinner Cooks is a large occupation employing approximately 53,660 individuals. Growth for Chefs and Dinner Cooks is expected to be as fast as the average for all occupations through 2010. The short-term forecast for Restaurant Chefs and Diner Cooks through 2003 is very favorable in Illinois. The short-term forecast for Chefs and Dinner Cooks working for large institutions like schools, hospitals or cafeterias is very unfavorable through 2003 due to these industries contracting out their food services. Many contract companies employ short-order and fast-food cooks. Nationally, employment of Chefs and Dinner Cooks is expected to increase as fast the average for all occupations though 2010. Approximately 2000 vacancies are expected annually because this is a large occupation. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

The response rate was 53.2 percent as 66 of the 124 Culinary Arts/Chef graduates responded to the survey. Ten colleges provided information about their fiscal year 2001 graduates. Kennedy-King College (N = 26) and Joliet Junior College (N = 13) were the colleges with the largest number of respondents. Almost 77 percent of graduates were either employed, pursuing additional education, or both (N = 43). Ten Culinary Arts/Chef graduates were unemployed and an additional six completers were not actively seeking employment. Thirty-six Culinary Arts/Chef graduates were working in a related field (90 percent). The 4 individuals not working in a related field cited the following reasons: found better paying job in another field (N = 3) and not indicated (N = 1). Graduates employed in a field related to their training were satisfied with their jobs (86.5 percent).

Eighty-one percent of Culinary Arts/Chef graduates located their current positions while enrolled or after completing their program. Approximately 56.1 percent of graduates from this program remained in the district where they received their training to find employment. Just over 29 percent were working outside of the district they were trained in, but still in Illinois. Less than 15 percent were working outside the state.

Approximately 80 percent of working graduates were employed in full-time positions. The average wage for full-time Culinary Arts/Chef workers who were community college graduates was $13.27 an hour or the equivalent of $27,602 annually. Culinary Arts/Chef graduates working part-time earned $10.17 per hour. In Illinois, the yearly salary for Chefs and Head Cooks is $27,976 ($13.45/hour) while for Institution and Cafeteria Cooks is $17,888 per year ($8.60/hour). Restaurant Cooks earn an annual salary of $18,928 or $9.10 per hour. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Overall, eighty-six percent of Culinary Arts/Chef graduates were satisfied with the components in their major. Respondents rated course content (93.9 percent) and lecture/lab experience (95.4 percent) the highest. The lowest rated component for Culinary Arts/Chef graduates was job preparation (77.3 percent). Culinary Arts/Chef graduates were slightly less satisfied with college services (81.7 percent). Respondents gave the highest ratings to tutoring (95.7 percent), academic advising (87.8 percent), and financial aid (87.8 percent). Two-thirds of the graduates were satisfied with career planning which was rated the lowest by Culinary Arts/Chef completers.

Figure 20 contains comparative information for Culinary Arts/Chef graduates from fiscal year 2001 and fiscal year 1996. Outcomes were slightly more positive for fiscal year 1996 graduates. More fiscal year 1996 graduates were employed.. Of fiscal year 1996 graduates, 7 percent (N = 3) were unemployed versus 17.9 percent (N = 10) from fiscal year 2001 being unemployed. More of the fiscal year 1996 graduates were working in-district.

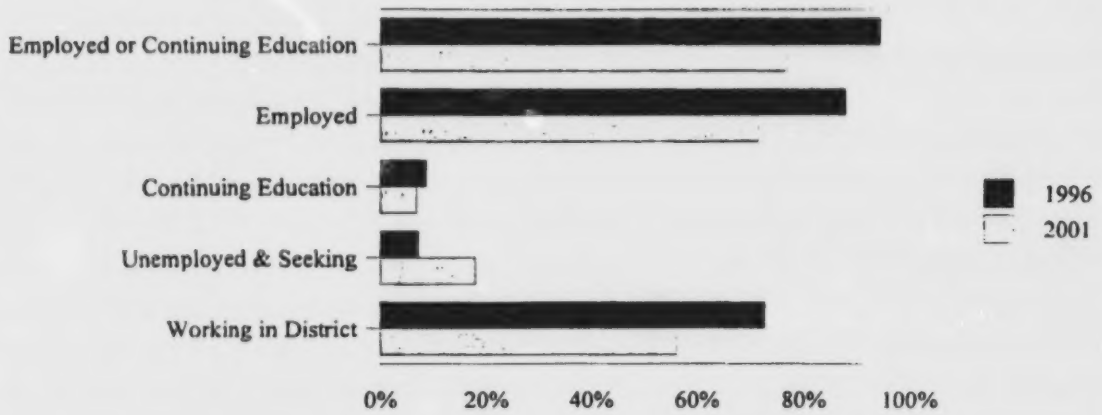


**Figure 20**. Culinary Arts/Chef Graduates: FY 1996 & 2001

Bottom Line – Programmatic outcomes were mixed. A contingent of Culinary Arts/Chef graduates were making progress while another small group was experiencing problems finding suitable employment. Just over three-quarters of the Culinary Arts/Chef graduates were employed, continuing their education, or both which was low in comparison to overall results this year and results from the same program five years ago. Culinary Arts/Chef graduates had an unemployment rate of 17.9 percent (N = 10). Additional follow-up with unemployed graduates is recommended. Earnings for full-time workers were $13.27 per hour, which is competitive with the average wage ($13.45 per hour) for all Chefs and Head Cooks in Illinois. Culinary Arts/Chef graduates working in a related field were satisfied with their positions (86.5 percent). Overall, Culinary Arts/Chef graduates were satisfied with components of the programs that they completed (85.6. percent) and college services (81.7 percent). Outcomes for Culinary Arts/Chef graduates from1996 had more favorable outcomes than recent graduates. Employment opportunities are expected to exist in the field.

Employment of Food Service Managers is expected to increase about as fast as the average for all occupations through 2010. *Occupational Outlook Handbook*, 2002-03).

**Food and Beverage/Restaurant Operations Manager**. Restaurant Managers have a variety of daily responsibilities that include using food and other supplies efficiently, and ordering supplies as needed. They also supervise the kitchen and dining room which includes selecting successful menu items and determining menu prices based on overhead costs. Restaurant Managers are becoming increasingly responsible for additional administrative and human resource tasks such as recruiting, hiring, and training new staff. At smaller facilities, Restaurant Managers might also be responsible for keeping records of employee hours and wages, as well as prepare payroll and tax report paperwork. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

Since evenings and weekends are popular dining periods Restaurant Managers commonly are at work during these time. Many Managers of institutional food service facilities work more conventional hours. Nationwide, Restaurant Managers held about 465,000 jobs in 2000. Most Managers are salaried, but around one out of every three were self-employed. Large cities and tourist areas provide more opportunities for full-service dining positions. Employment of Food Service Managers is expected to increase about as fast as average for all occupations through 2010. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03).

The response rate for Food and Beverage/Restaurant Operations Manager graduates was 50.9 percent with 29 of 57 graduates responding. Eleven colleges reported outcomes for their Restaurant Manager graduates. Moraine Valley Community College, College of DuPage, and Southwestern Illinois College were among the larger programs in this area. Almost ninety percent of the Restaurant Manager graduates were employed, pursuing additional education, or both. Among those graduates who reported on their employment and participation in further education: 69.2 percent were exclusively employed and 30.8 percent were engaged in both employment and additional education.

The unemployment rate for Restaurant Manager graduates was 3.4 percent (N = 1) and 6.9 percent were not actively seeking employment (N = 2). Among working graduates 88.5 percent were in full-time positions. Among working graduates 69.2 percent were employed in a related field. Those working in a related job were about as satisfied (82.3 percent) as most other graduates working in a position related to the program.

Less than two-thirds of the individuals working outside the field Restaurant Management were satisfied with their work. Reasons cited by the 8 graduates who indicated that they were working in an unrelated job included: preferred not to move to new locality (N = 2), temporary job while in transition (N = 2), found better paying job in another field (N = 1), could not find job in field of preparation (N =1), and other/not indicated (N = 2).

Community college Restaurant Manager graduates working in full-time positions earned $11.19/hour or an estimated $23,275 annually which is slightly below the median for all Illinois workers in this field. Part-time Restaurant Manager graduates earned $9.35/hour. In Illinois, the median wage for Restaurant Managers is $26,312 annually ($12.65/hour). Nationally, median annual earnings of Food Service Managers were $31,720 annually. The middle 50 percent earned between $24,544 and $40,976 yearly. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

Just over one-half of the Restaurant Manager completers were employed in the district where they received their training. Nine were working elsewhere in the state, and three were working in another state. Three-quarters of the graduates obtained their latest positions either while in training or after the completed the program. Almost one-quarter had their current positions when they entered the program.

Restaurant Managers programs graduates reported an eighty-eight percent level of satisfaction with program components. The highest rated components were course content (96.6 percent), lecture/lab

experience (89.3 percent), and equipment/facilities materials (89.3 percent). Labor market information (84 percent) was rated lowest among components.

Restaurant Managers were generally satisfied with college services (80.8 percent). Satisfaction ratings were highest for tutoring (90 percent), library/audio visual (87 percent), and academic advising (83.3 percent). Transfer planning (62.5 percent), counseling (75 percent), and student activity (76.9 percent) were rated lowest among service components.

Figure 21 contains comparative information about selected items between Restaurant Manager graduates in 2001 with 1996 completers. Outcomes for graduates from both time frames were similar with more recent graduates showing slightly more positive results. Graduates in 2001 had a lower unemployment rate than their counterparts from 1996 (3.4 percent in 2001 compared to 8.1 percent in 1996). Although comparable, more recent graduates exhibited slightly higher levels of employment and/or continuing education and exclusively employed. Graduates from 1996 were slightly more likely to employed withing the district where they were trained.

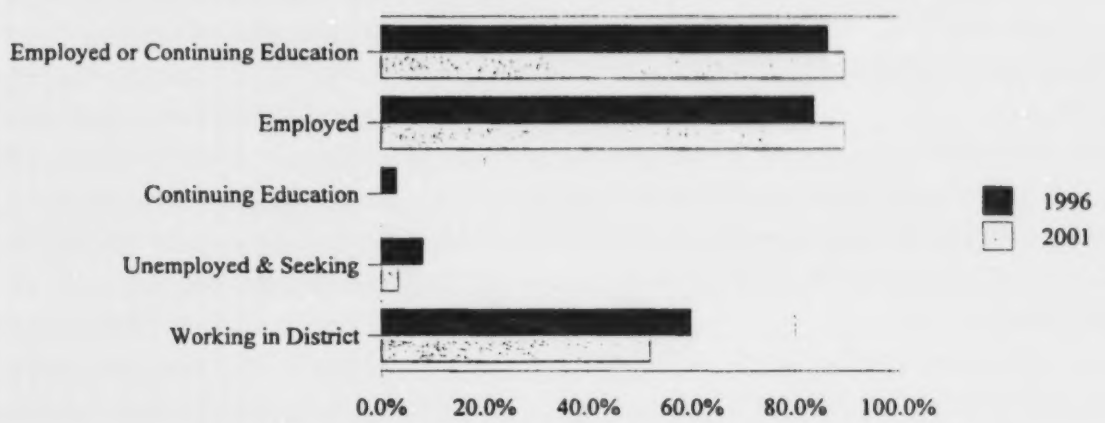


**Figure 21.** Food and Beverage/Restaurant Operations Manager Graduates: FY 1996 & 2001

Bottom Line – Nine out of ten Restaurant Manager graduates were employed, continuing their education, or both including just over 69 percent exclusively employed. Of the graduates who were participating in further education, one-half were pursuing additional education in a related field. One individual was unemployed and seeking employment for an unemployment rate of 3.4 percent. Earnings for full-time food and beverage/restaurant operations manager workers were slightly lower ($11.19/hour) than the average for the industry. Graduates working in a related field were generally satisfied with their positions (82.3 percent). Overall, food and beverage/restaurant operations manager graduates were satisfied with their program components (88.2 percent) and college services (80.1 percent). Outcomes for Restaurant Manager graduates were generally positive for current graduates and graduates from five years ago. Results were slightly more favorable for the more

recent graduates. The position frequently requires an individual to be on the job – nights and weekends – when others are off from work. Average employment opportunities are projected for this occupation.

In Illinois, employment of Construction and Building Finishers and Managers is expected to grow about as fast as average through 2008. *CIS* (2003)

**Construction and Building Finishers and Managers.** Approximately 49 Construction and Building Finishers and Managers in three program specialty areas from 8 colleges responded to the current Occupational Follow-up Survey. Graduates received training in a variety of areas including building and construction finishing, management, and inspection. Employment of Construction and Building Finishers and Managers is expected to grow about as fast as average through 2008. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

Construction/Cement Mason and Construction/Building Inspection were not included in the study because of the small number of respondents. The one community college Construction/Cement Mason and Construction/Building Inspection program included in the present year's report is:

| Program Area | CIP Code |
|---|---|
| 460401 | Building/Property Maintenance Manager |

In Illinois, employment of Property Managers is expected to increase about as fast as average through 2008. The short-term forecast for Property Managers through the year 2003 is very favorable. (*CIS*, 2003)

**Building/Property Maintenance Manager.**

Property Managers take care of the daily operation of properties that owners rent or lease to other people. They may manage office buildings, apartments, retail and industrial properties, or condos. Managers show vacant spaces to people who want to rent.In Illinois, this is a medium-sized occupation. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

About 7,870 property and real estate managers are employed. Nationally, about 270,100 property and real estate managers work in this mid-sized occupation. In Illinois, employment of Property and Real Estate Managers is expected to increase about as fast as average through 2008. About 210 job openings are expected each year. The short-term forecast for Property and Real Estate Managers through the year 2003 is very favorable. Nationally, the number of jobs for Property and Real Estate Managers is expected to grow faster than average through the year 2010. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

This program was available at six community colleges in Illinois. Sixty-two Property Manager graduates were surveyed and over 60% (N=38) responded. A relatively high percentage (93.8%) of

graduates were employed and not pursuing additional education. Of the thirty-two who were employed, all but one was working full-time. Only 59.4% of those working full-time were working in a related field. Finding a better paying job in another field, being unable to find a job in the field, and preference to work in another field were equally cited as reasons why graduates could not find a job in a related field. Over half (57.7 percent) of the Property Manager graduates who were employed had their jobs prior to entering the program, while nearly twenty percent acquired a job during their education. All of the graduates were employed within the state, while 80.8 percent were within the college district.

Overall, Property Manager graduates were less satisfied (73.7 percent) with their jobs than the majority of employed graduates in the study. One possible contributing factor is that job requirements include being "on call" to address issues as they arise which can blur the separation of work and family life. Additionally, Property Managers are sometimes required to persuade individuals to change their behavior and resolve conflicts that may arise.

Property Manager graduates were among the highest paid ($20.46 per hour) groups in the fiscal year 2002 study. Graduates wages were also competitive for the field. In 2001 prevailing rates in Illinois for Property/Building Maintenance Managers ranged from $14.35-$21.30/hour depending on the area of the state. Yearly earnings are generally less than the hourly rates would suggest. In Illinois, the median wage for property and real estate managers is $3,580 per month ($20.65 per hour). Nationally, the median wage for property and real estate managers is $3,000 per month ($17.30 per hour). Half of all real estate managers earn between $2,010 and $4,480 per month ($11.60 and $25.85 per hour). (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

The graph below provides a visual display of how the 1996 and 2001graduates compared. The outcomes for 1996 graduates appear to be more positive than those of the 2001 completers. The 1996 completers had a higher percentage of those employed or continuing education ( 82% vs 100%) and the 1996 graduates experienced no unemployment, while the 2001 group displayed a 12.8% unemployment rate. The percentage of those employed was the same for both groups of graduates (82%). One outcome that was more positive for the 2001 completers was that more of the recent graduates were working in district ( 81% versus 59% for 1996 graduates).

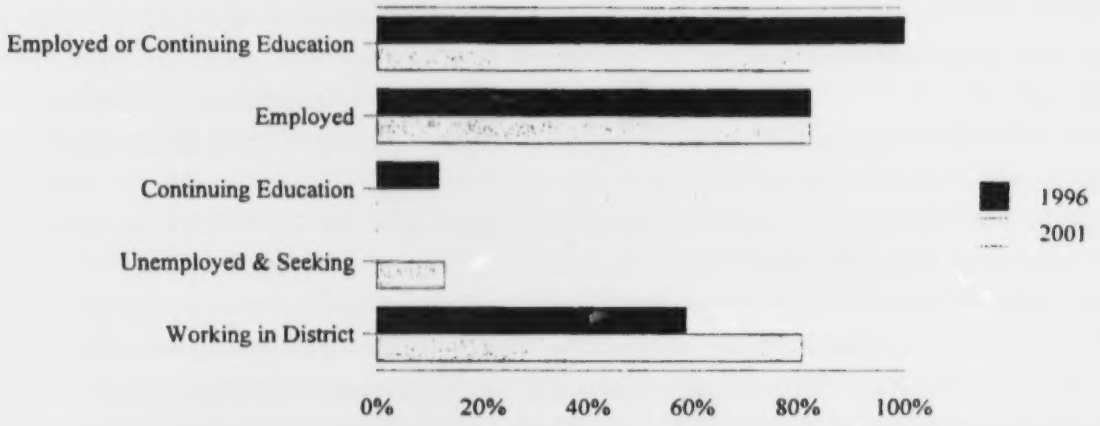


**Figure 22**. Building/Property Maintenance Manager Graduates: FY 1996 & 2001

Bottom Line - Hourly earnings for Property/Building Maintenance Managers graduates working full-time were among the highest of all the programs in this study at $20.46/hour and they were competitive for the field. Property Manager graduates employment and/or education outcomes were slightly below average (82.1 percent). A relatively low percentage (59.4 percent) of those working were employed in a position related to their field. The unemployment rate for these graduates was high at 12.8 percent (N = 5). Nearly three-quarters of the Property Manager graduates working in a related field were satisfied with their positions which is slightly lower than average. Property Managers may be on call to address issues or emergencies as they arise. Outcomes for current graduates were generally positive. Compared to graduates from five years ago, the current graduates are slightly less well off. In Illinois short term projected employment opportunities are favorable through 2003 and will continue with average growth through 2008.

In Illinois, growth in employment of Engineering Technicians is expected to be about as fast as average through 2008 *Occupational Outlook Handbook* (2002-03).

**Civil Engineering/Civil Technology/Technician.** Engineering Technicians assist engineers by solving problems in particular areas. The responsibilities of Engineering Technicians can include conducting research or assisting with production and inspection. Usually Engineering Technicians' tasks are more hands-on and limited in scope compared to engineers. In terms of Civil Engineering Technicians, they assist Civil Engineers plan and build highways, buildings, bridges, dams, wastewater treatment systems, and other structures, as well as perform related activities such as surveys and studies. Additionally, Civil Engineering Technicians estimate construction costs, decide materials to be used, or prepare drawings or perform land-surveying

duties. Others may set up and monitor instruments used to study traffic flow. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

In Illinois, Civil Engineering Technology is group with all Engineering Technicians for making employment projections. In state employment of Engineering Technicians is expected to increase about as fast as average through 2008. The short-term forecast for Engineering Technicians through the year 2003 is very unfavorable. Nationally, the number of jobs for Engineering Technicians is expected to grow as fast as average through the year 2010. Advances in technology are making Technicians more productive. Employment of Engineering Technicians is related to the economy. During slow periods, Technicians will find fewer job openings. Employment is also related to the area of engineering with Civil Engineering Technicians among those most likely to be laid off during an economic downturn. Nearly half of the Civil Engineering Technicians work in firms that provide engineering services. Another one-third work for federal, state, and local government agencies. Most Civil Engineering Technicians in state and local government agencies work in highway and public works departments. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

Certification is optional for Engineering Technicians and rarely required for employment or advancement. However, certification indicates that a technician has strong skills and is available at various levels with each level requiring passage of a written exam and a predetermined level of on-the-job experience. The National Institute for Certification in Engineering Technologies coordinates the certification process. (*CIS*, 2003 and *Occupational Outlook Handbook*, 2002-03)

A total of 21 students graduated in fiscal year 2001 from Lakeland Community College – the only community college with graduates in this program. Eighty-one percent (N = 17) of the graduates were employed, pursuing additional education, or both. All of the employed graduates were working full-time, and all were employed in an area related to Engineering. Employed graduates were 100 percent satisfied with their position – this is the only program in the study that received this positive endorsement. Ratings for program components and services were the lowest of all the graduates surveyed (72.2 and 53.6 percent, respectively).

Graduates in Civil Engineering Technician programs earned (N = 15), on the average $12.95 per hour or $26,936 per year for full-time employment, which was lower than the average of $15.39 per hour for all the selected programs. Median monthly wages for Civil Engineering Technicians is $3,575 a month ($20.61/hour) in Illinois and $3,000 per month ($17.30/hour) nationwide. Pay also varies with the worker's level of education, responsibility, and experience.

More graduates from the Civil Engineering Technician programs surveyed five years ago indicated that they were employed, continuing their education, or both. Also, a higher percentage of the 1996 completers were employed compared to the recent graduates. In terms of unemployment, there was very little difference between the two groups of graduates. Likewise, the 1996 graduates were about as likely as the 2001 graduates to remain within the district where they received their training.

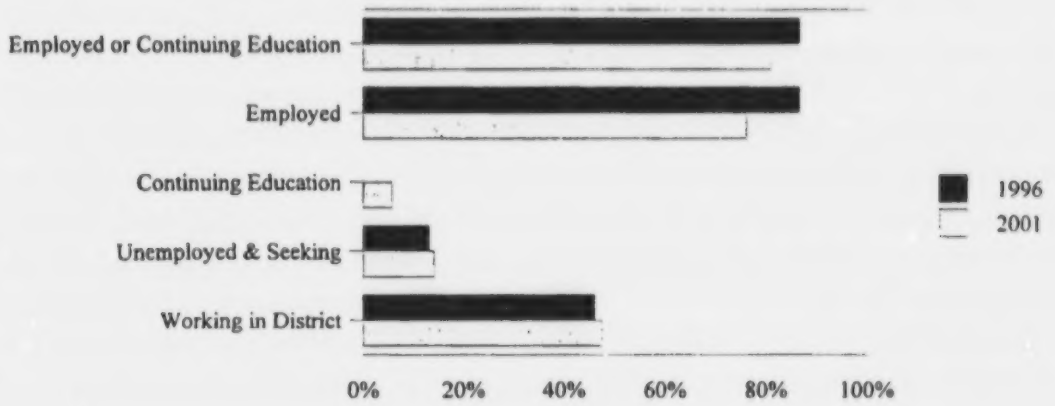


**Figure 23**. Civil Engineering Technician Graduates: FY 1996 & 2001

Bottom Line - Overall among Civil Engineering Technician graduates employment and/or education outcomes were slightly below average (81.0 percent). The hourly wage for Civil Engineering Technology graduates ($12.95/hour) working full-time was below the average of all the programs in this study ($15.39 per hour) and low in comparison to reported earnings among Illinoisans in the field ($20.61/hour). All working Civil Engineering Technician graduates were employed in a position related to their field and all were satisfied with their work. Three Civil Engineering Technician graduates were unemployed and seeking employment (14.3 percent). During economic downturns hiring may be scaled back among Civil Engineering Technicians. College officials are encouraged to contact the unemployed graduates and offer additional placement assistance to the graduates if it would still be beneficial. Outcomes for current Civil Engineering Technician graduates were slightly less favorable than those from five years ago.

## CONCLUSIONS AND RECOMMENDATIONS

The *Follow-up Study of Fiscal Year 2001 Occupational Program Graduates*, is based on results from individuals who completed designated career and technical education programs. Graduates furnished information about the effectiveness of their college experience in preparing them for the workplace and performance outcomes are documented. Every college with completers in the selected programs surveys its graduates to obtain data on employment, continuing education, and compensation. Additionally, information is obtained to assess the extent to which graduates are satisfied with their careers, the programs they completed and college services. Data are used at the state and local levels to review programs and determine needed improvements. Results are also used

by college officials to develop new program proposals and keep workforce curricula aligned with the changing job market.

Highlights and recommendations from the report are presented below.

91.4 percent were employed or pursuing additional education or both (Table B-1).

86.6 percent of the occupational completers were employed (Table B-2).

Among working graduates,

83.6 percent held full-time status in their current jobs (Table B-2).

77.1 percent were employed in positions related to the field in which they studied at the community college (Table B-5).

71.7 percent obtained their current positions while enrolled or after graduating (Table B-7)

93.0 percent were employed in Illinois. Of those, nearly two-thirds remained in the district where they received their training (Table B-8).

The average salary for all working graduates was $14.96 per hour

Graduates from similar program areas were surveyed five years ago and they generally exhibited slightly higher performance than more recent completers. These variations are generally small. Differences in the overall economic climate explain a portion of the differences.

The overall average rate of unemployment (the percent of graduates who were unemployed and seeking work) was 5.6 percent for recent graduates. Unemployment levels were slightly higher 0.3 percent for more recent graduates. (Table B-2)

The rate for current graduates was 5.6 percent versus 5.3 percent among graduates from five years ago. Part of the small increase can be attributed to differing overall economic conditions at the two points in time. Illinois' economy was more favorable five years ago than it has been this year. Statewide unemployment in Illinois was 6.1 percent in 2002 and 4.8 percent in 1997. State

unemployment figures are from March of the respective year which corresponds with the time frame when the surveys were conducted.

Among current graduates, 22.9 percent were working in an unrelated field. One in five (20.7 percent) indicated he/she could not find a related position which is down from one in four (26.4 percent) for 1996 graduates. (Table B-5)

A slightly larger percentage of recent graduates who provided a reason for working in an unrelated area indicated that they were doing so as a preference (i.e., better pay, better work hours, decided to change after working in the field, preferred not to relocate, or otherwise preferred another field). Satisfaction levels with employment among individuals working in unrelated positions were also slightly higher for more recent graduates.

Earnings were up among more recent graduates as the average hourly wage of $14.96 increased $3.49 from five years ago for all workers. Current graduates earned 2.9 times minimum wage ($5.15 per hour). This translates into an annual salary of about $32,011. (Table B-9)

Minimum wage increased $0.90 since the last graduates were surveyed. Part of the sizable growth in wages for current graduates is attributable to the 8.2 percent increase in the proportion of recent graduates (28.3 percent) who held their latest position prior to program entry versus five years ago (20.1 percent). Full-time employment was also up marginally among the more recent graduates. The largest programs – 100 full-time workers or more providing salary data – exhibited sizable raises including: Radiological Technician (up $5.05 over 1996) Business Administration and Management (increased $3.53); Administrative Assistant/ Secretarial (up $2.53); and Data Entry (increased $1.47).

Current graduates' full-time employment increased 1.4 percent compared with completers from five years earlier (83.6 percent versus 82.2 percent). (Table B-2)

A decrease of 1.3 percent was noted in the combined proportion of recent graduates who were employed, continuing education, or both (92.7 percent for 1996 versus 91.4 percent for 2001). Graduates from both years show strong positive outcomes in this combined measure. (Table B-1)

In-district employment was 2.5 percent lower among more recent graduates (64.7 percent in 2001 versus 67 .2 percent in 1996). (Table B-8)

Approximately two-thirds of the graduates from both years were working in the community college district in which they received their training thereby contributing to the local economy. The gap narrows to 0.3 percent less for recent graduates when in-state comparisons are made (93.0 in 2001 versus 93.3 percent in 1996). (Table B-8) Community college graduates overwhelmingly remain in Illinois after completing their studies.

- Job satisfaction reported by the graduates employed in a related field increased slightly from 4.13/5.00 in 1996 to 4.24/5.00 in 2001. Recent graduates working in related positions had an 86.8 percent satisfaction rating of their employment. (Table B-10)

- Graduate satisfaction with the major program components earned virtually the same scores from the latest group of graduates surveyed as were awarded by those who finished in 1996 (4.26/4.00 in 2001 compared to 4.21/5.00 in 1996). Overall, nine out of ten recent graduates were satisfied with the programs they completed. (Table B-11)

- Likewise, college services were rated about the same from current graduates and those surveyed in 1996 (4.16/5.00 in 2001 and 4.13/5.00 in 1996). Approximately eighty-five percent of recent graduates were satisfied with college services. (Table B-12)

Bottom line questions for programs incorporate some variation of the following themes relating to programmatic need, quality, and cost. Are the students working and/or continuing their education (quality)? To what extent are graduates working in positions unrelated to their training doing so because they cannot locate employment in the field (quality)? Relatedly, what can college officials do to provide additional assistance to facilitate related employment (quality)? To what extent do graduates locate full-time employment (quality)? Are wages competitive for the field (quality)? Are there employment opportunities for graduates from the program (labor market need)? Are graduates satisfied that their programs prepared them for the workplace (quality)? Are graduates satisfied with their current positions (quality)? To what extent is the program cost effective (cost)? Responses to these and related questions help programs align offerings with the current marketplace. The combined occupational follow-up study and program review processes are important parts of a multi-faceted approach to addressing issues surrounding programmatic need, quality, and cost. Additional efforts by college officials to strengthen and align their programs include convening program advisory committees, making other contacts with major area employers, undertaking faculty industry exchanges, and hiring part-time faculty who are currently employed in the industry.

Overall the community college graduates exhibited high employed and/or continuing education outcomes with 91.4 percent of the respondents reporting active engagement in one or more of these activities (Table B-1). Programs with over ten respondents statewide reporting below ninety percent of the graduates as employed, continuing their education or both are identified in the following table.

| Program | Numerator/ Denominator | Percent | Number Not Seeking Employment | Numerator/ Adjusted Denominator | Adjusted Percent |
|---|---|---|---|---|---|
| Culinary Arts/Chef | 43/56 | 76.8 % | 5 | 43/51 | 84.3 % |
| Civil Engineering Tech | 17/21 | 81.0 % | 1 | 17/20 | 85.0 % |
| Building Property Maintenance Manager | 32/39 | 82.1 % | 2 | 32/37 | 86.5 % |
| General Office Clerical | 31/37 | 83.8 % | 1 | 31/36 | 86.1 % |
| Information Processing/ Data Entry | 218/251 | 86.9 % | 15 | 218/236 | 92.4 % |
| Medical Admin. Asst. | 35/40 | 87.5 % | 2 | 35/38 | 92.1 % |
| Legal Admin. Asst | 15/17 | 88.2 % | 1 | 15/16 | 93.8 % |

The table includes additional information showing those who responded to both the education and employment questions and indicated that they are not actively seeking employment. The adjusted figures noted above represent combinations of variables that are not present in a single appendix table. Improvement was noted in all cases as at least one individual in every listed program was not seeking employment. Both percentages sited provide useful information. Colleges provide education and training services to students and intend for completers to either enter the workplace or continue their training. Hence, the first percentage is of interest. However, individuals also can and do decide for their own reasons (personal, family, health, other) to postpone employment or education plans and programs have little if any control over those decisions. Hence, the adjusted percentage is also meaningful.

Incidences of out of area employment that were not attributable to a level of personal preference were relatively infrequent (N = 84 or 4.7 of statewide working graduates) but warrant additional review. These individuals reported that they were employed which indicates a degree of skill transference that allowed for alternative employment although it was not in their chosen field. Additional follow-up efforts at the local level are recommended with those graduates reporting that their unrelated employment was due to an inability to find a position in the field. There can be a variety of reasons for this situation including an unwillingness or inability to relocate, a tight local labor market and/or limited local demand for workers in a particular field, etc. The best way to find out is through direct personal contact. It is worth the effort to follow-up with each of these individuals to inquire about their need and desire for additional assistance from college officials in locating employment in the field. At the state level there were four programs with more than a handful of graduates who indicated that they could not find a job in the field of preparation: Information Processing/Data entry (N = 20 or 9.8 percent of statewide working graduates): Business

Administration and Management (N = 15 or 5.6 percent); Administrative Assistant (N = 14 or 6.8 percent), and Emergency Medical Technician (N = 7 or 4.8 percent).

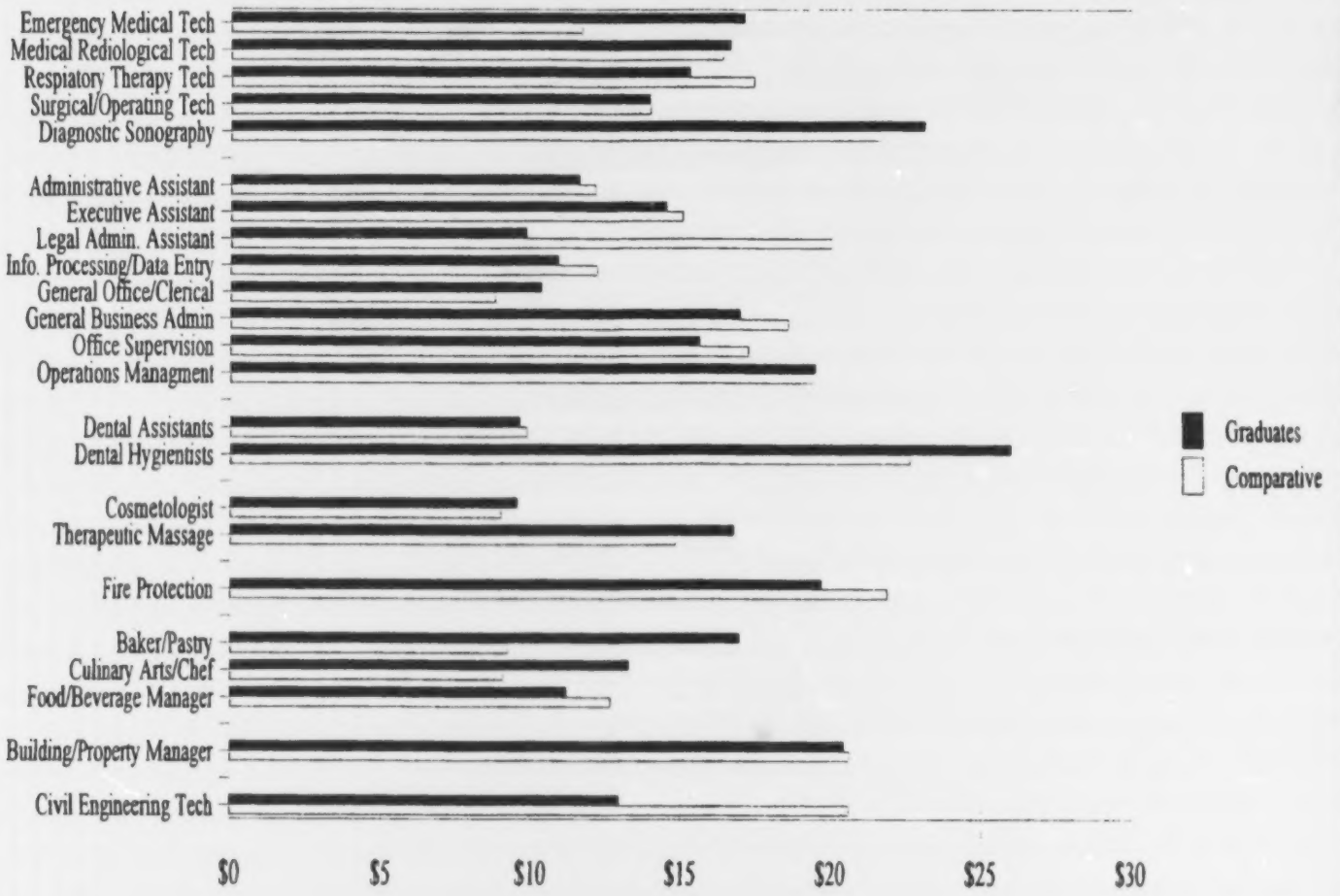


**Figure 25**. 2001 Community College Graduate Full-time Hourly Wages and Comparative Earnings Figures

As depicted in Figure 25, salaries for recent community college graduates were generally competitive with available comparative information. The primary source of comparative data is the state average or state median from the *Career Information System* (2003). The *Occupational Outlook Handbook (2002-2003 Edition )* was used to reference national averages when state information was not available. Comparative salary data for therapeutic massage was from a professional organization called the Associated Bodywork and Massage Professionals. This source reports wide variation in pay and number of hours worked among therapeutic massage professionals with part-time work the norm.

All sources acknowledge that earnings data can be expected to vary by locality with both pay and cost of living generally higher in more urbanized areas. Likewise, longevity of employment contributes to higher earnings. The comparative sources are for all workers. Seven out of ten recent community college graduates began their current positions either while enrolled or after program completion. Differences in hourly earnings add up during the course of a year with a $1.00 hourly difference contributing to an approximate $2,000 difference in annual earnings for a full-time worker. Small numbers of community college graduates reporting earning data contributed to those areas with noticeably below or above average earnings (Legal Administrative Assistant N = 12 and Civil Engineering Technician N = 15 on the low end and Baker/Pastry Chef on the high end). With small numbers outliers can have an undue influence on the average. Available comparative salary data for Emergency Medical Technicians (EMT) and dental hygienists show recent college graduates making notably higher wages. Relatedly, nearly one-half of the EMT graduates were employed in their current positions prior to program entry which is higher than nearly all the other programs. Most EMT respondents were from northeastern Illinois where wages tend to be higher and in-district employment was common among EMT graduates. The accompanying rationale for dental hygienists are less clear. Dental Hygiene graduates reporting salary data were overwhelmingly from the suburban Chicago colleges or colleges located in downstate cities but more often than not these graduates reported working outside the district where trained but in Illinois. Fire Protection and Respiratory Therapy graduate wages were somewhat below the comparison group. Employment locations for Fire Protection graduates reporting salary data were dispersed across the state. Reported hourly salaries from recent Respiratory Therapy graduates had a substantial range. Wages for both Fire Protection and Respiratory Therapy graduate represent substantial annual earnings. Overall, salaries for recent community college graduates were competitive with available comparative information.

A total of 16 programs were eliminated from this year's report due to the limited number of graduates reported and/or low number of responses. The numbers of graduates generally contributes to programs falling below the minimum number of responses required for inclusion in the report. In an era of increased accountability, fully capturing and reporting completers through the Annual Enrollment and Completion Submission (A1) is becoming increasingly important. Graduates from designated programs in the A1 submission form the basis for the Occupational Follow-up Study. Moreover, to promote student success each student's achievement should be recognized as it is accomplished. There are individuals attending community colleges who meet certificate and sometimes even degree requirements but either do not recognize that they have done so or do not file the necessary paperwork to receive their formal award and recognition.

Colleges are encouraged to investigate the benefits of investing in and implementing a computerized automated degree and certificate audit system to recognize and promote student success. Several colleges have computerized degree audit systems where students who have fulfilled degree or certificate requirements are either awarded the designated certificate or degree or are notified that they are eligible to receive a particular degree and/or certificate. In the later case, college officials typically mail these students the necessary paperwork. Institutions have been challenged to eliminate structural barriers such as the graduation fee which is often removed and replaced by

appropriate alternative fees that do not serve as a disincentive to filing for graduation. Similarly, some colleges only charge graduation fees for those individuals who want to participate in the formal commencement ceremony.

Selected colleges also use their degree audit systems to promote certificate and degree completion. These colleges run student records above a specified credit hour threshold against college graduation requirements to help inform students and lead them to appreciate how close they are to meeting graduation requirements. Results are integrated into the college's course scheduling process. College officials follow-up with the student and during the next semester offer the needed courses to allow groups of individuals to complete their certificates or degrees. Elgin Community College, South Suburban College, Illinois Eastern Community Colleges, and Southwestern Illinois College are a handful of the institutions taking different approaches to implement computerized degree audits that recognize student accomplishments and help students reach their goals. The implementation of automated degree audits has an up front cost and requires an ongoing commitment to keep the system updated as degree and certificate requirements change. Investing in processes that promote student success and student outcomes are a priority for community colleges.

**Recommendations**. As a result of the findings in the *Follow-up Study of Fiscal Year 2001 Occupational Program Graduate*s, the following is recommended:

1. *Recommendation: Colleges should provide additional follow-up with individuals who indicated they were not able to find a position in a field related to their training to determine if circumstances have changed and offer further assistance in locating employment in their chosen field, as necessary.*

2. *Recommendation: Colleges with occupational follow-up study response rates below recommended levels should put forth additional effort to increase response rates for the coming year. Recommended response rate levels are 50 percent for programs with 30 or more completers and 60 percent for those with fewer graduates.*

3. *Recommendation: College officials are encouraged to investigate the benefits of investing in and implementing a computerized automated degree and certificate audit system to recognize and promote student success.*

## BIBLIOGRAPHY

Associated Bodywork and Massage Professionals (2000). "Member Profile/Survey Results." Evergreen Colorado: Author.

Bureau of Labor Statistics. (2002-2003). *Occupational Outlook Handbook 2002-2003 Edition.* Washington, D.C.: Author. http://stats.bls.gov/ocohome.htm

Christophersen, Kjell A. & Robison M. Henry. (September 10, 2002). *The Socioeconomic Benefits Generated by 39 Community College Districts in Illinois – State of Illinois Executive Summary.* Moscow ID: CCBenefits, Inc. http://www.iccb.state.il.us/HTML/pdf/econimpact/92002IllinoisAggFinalES.pdf

Christophersen, Kjell A. & Robison M. Henry. (September 10, 2002). *Fact Sheet: The Economic Impact of Illinois' 39 Community College Districts* Moscow ID: CCBenefits, Inc. http://www.iccb.state.il.us/HTML/pdf/econimpact/92002IllinoisFactSheet.pdf

Crutsinger, Martin. (September 30, 2002) "Rise in Spending by Americans Slows." *Chicago Tribune*. http://www.chicagotribune.com/business/sns-ap-economy0930sep30.story

Foss, Brad. (October 1, 2002). "Economy Appears to Have Slowed." *Chicago Tribune*. http://www.chicagotribune.com/business/sns-ap-economy1001oct01.story

Illinois Community College Board. (1997). *Follow-up Study of Students Completing Selected Occupational Programs in Fiscal Year 1996.* Springfield, Illinois: Author.

Illinois Department of Employment Security. (2003). Career Information System. Springfield, Illinois: Author. http://www.ilworkinfo.com/icrn.htm

Pearson, Rick (September 30, 2002). "Blagojevich, Ryan still vague on cuts – Both say budget picture is unclear." *Chicago Tribune*. http://www.chicagotribune.com/news/local/chicago/chi-0209300196sep30.story

U.S. Department of Labor. (October 4, 2002). Bureau of Labor Statistics, "States at a Glance" (Illinois). http://www.bls.gov/eag/eag.il.htm

Appendix A

# OCCUPATIONAL FOLLOW-UP STUDY OVERVIEW TABLES FOR SELECTED OCCUPATIONAL PROGRAMS

Illinois Community College Board

Table A-1

## OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE FOR SELECTED PROGRAMS

| Dist. No. | District/College | Number Programs Surveyed* | Number Surveyed* | Number Responding | Percent Responding | Percent Employed or Cont Ed | Percent Employed | Percent Continuing Education | Satisfaction with Program** |
|---|---|---|---|---|---|---|---|---|---|
| 503 | Black Hawk | 7 | 29 | 23 | 79.3 % | 95.7 % | 95.7 % | 34.8 % | 4.4 |
| 508 | Chicago | (24) | (837) | (275) | (43.2) | (86.2) | (82.7) | (23.7) | (4.2) |
| 06 | Daley | 4 | 64 | 32 | 50.0 | 81.5 | 74.1 | 25.9 | 3.9 |
| 01 | Kennedy-King | 4 | 81 | 44 | 54.3 | 67.7 | 61.3 | 12.9 | 4.2 |
| 03 | Malcolm X | 4 | 131 | 66 | 50.4 | 90.6 | 88.7 | 28.3 | 4.2 |
| 05 | Olive-Harvey | 3 | 28 | 18 | 64.3 | 100.0 | 91.7 | 16.7 | 4.6 |
| 04 | Truman | 2 | 118 | 25 | 21.2 | 87.5 | 81.3 | 18.8 | 3.6 |
| 02 | Washington | 2 | 85 | 43 | 50.6 | 88.4 | 88.4 | 18.6 | 4.5 |
| 07 | Wright | 5 | 130 | 47 | 36.2 | 90.5 | 88.4 | 33.3 | 4.5 |
| 507 | Danville | 5 | 25 | 15 | 60.0 | 80.0 | 80.0 | 13.3 | 4.4 |
| 502 | DuPage | 15 | 431 | 222 | 51.5 | 95.9 | 88.3 | 40.1 | 4.5 |
| 509 | Elgin | 14 | 118 | 64 | 54.2 | 95.4 | 89.2 | 29.2 | 4.3 |
| 512 | Harper | 8 | 68 | 53 | 77.9 | 98.1 | 94.3 | 26.9 | 4.5 |
| 540 | Heartland | 2 | 14 | 9 | 64.3 | 100.0 | 90.0 | 20.0 | 4.4 |
| 519 | Highland | 4 | 55 | 29 | 52.7 | 96.4 | 86.2 | 39.3 | 4.2 |
| 514 | Illinois Central | 13 | 108 | 62 | 57.4 | 95.2 | 95.2 | 24.2 | 4.4 |
| 529 | Illinois Eastern | (14) | (113) | (76) | (67.3) | (89.3) | (86.8) | (26.7) | (4.3) |
| 04 | Frontier | 3 | 24 | 19 | 79.2 | 83.3 | 78.9 | 22.2 | 4.2 |
| 01 | Lincoln Trail | 4 | 11 | 10 | 90.9 | 90.0 | 90.0 | 20.0 | 4.4 |
| 02 | Olney Central | 5 | 62 | 31 | 50.0 | 93.5 | 90.3 | 29.0 | 4.5 |
| 03 | Wabash Valley | 2 | 16 | 16 | 100.0 | 87.5 | 87.5 | 31.3 | 4.2 |
| 513 | Illinois Valley | 6 | 51 | 29 | 56.9 | 82.8 | 75.9 | 20.7 | 4.2 |
| 525 | Joliet | 6 | 83 | 42 | 50.6 | 87.5 | 85.0 | 18.6 | 4.3 |
| 520 | Kankakee | 8 | 72 | 38 | 52.8 | 92.1 | 89.5 | 13.2 | 4.4 |
| 501 | Kaskaskia | 9 | 85 | 63 | 74.1 | 89.6 | 86.6 | 22.1 | 4.3 |
| 523 | Kishwaukee | 9 | 56 | 33 | 58.9 | 87.1 | 84.8 | 12.9 | 4.2 |
| 532 | Lake County | 7 | 118 | 61 | 51.7 | 85.2 | 85.2 | 37.7 | 4.6 |
| 517 | Lake Land | 9 | 75 | 75 | 100.0 | 82.2 | 78.1 | 14.7 | 3.1 |
| 536 | Lewis & Clark | 9 | 66 | 61 | 92.4 | 80.3 | 67.2 | 62.3 | 4.3 |
| 526 | Lincoln Land | 9 | 74 | 45 | 60.8 | 95.5 | 88.6 | 24.4 | 4.3 |
| 530 | Logan | 10 | 55 | 34 | 61.8 | 90.0 | 67.7 | 33.3 | 4.6 |
| 528 | McHenry | 5 | 108 | 71 | 65.7 | 94.4 | 88.7 | 45.1 | 4.3 |
| 524 | Moraine Valley | 8 | 98 | 52 | 53.1 | 94.4 | 94.4 | 16.7 | 4.3 |
| 527 | Morton | 6 | 46 | 25 | 54.3 | 92.0 | 84.0 | 12.0 | 3.9 |
| 535 | Oakton | 8 | 32 | 15 | 46.9 | 93.3 | 93.3 | 13.3 | 4.6 |
| 505 | Parkland | 10 | 95 | 59 | 62.1 | 93.2 | 91.5 | 8.5 | 4.4 |
| 515 | Prairie State | 5 | 51 | 28 | 54.9 | 92.9 | 92.9 | 21.4 | 4.1 |
| 521 | Rend Lake | 5 | 23 | 14 | 60.9 | 85.7 | 85.7 | 14.3 | 4.1 |
| 537 | Richland | 6 | 60 | 45 | 75.0 | 100.0 | 95.6 | 17.8 | 4.0 |
| 511 | Rock Valley | 8 | 61 | 35 | 57.4 | 88.6 | 88.6 | 34.3 | 4.0 |
| 518 | Sandburg | 8 | 71 | 39 | 54.9 | 94.9 | 94.9 | 33.3 | 4.2 |
| 506 | Sauk Valley | 9 | 60 | 34 | 56.7 | 91.2 | 88.2 | 23.5 | 3.9 |
| 531 | Shawnee | 5 | 11 | 4 | 36.4 | 100.0 | 75.0 | 50.0 | 3.5 |
| 510 | South Suburban | 8 | 185 | 124 | 67.0 | 96.7 | 86.2 | 47.6 | 4.2 |
| 533 | Southeastern | 7 | 37 | 22 | 59.5 | 86.4 | 77.3 | 18.2 | 4.1 |
| 522 | Southwestern | 13 | 221 | 115 | 52.0 | 87.8 | 85.2 | 22.6 | 4.2 |
| 534 | Spoon River | 2 | 5 | 4 | 80.0 | 100.0 | 100.0 | 0.0 | 3.8 |
| 504 | Triton | 12 | 144 | 60 | 41.7 | 95.0 | 91.7 | 16.7 | 4.2 |
| 516 | Waubonsee | 7 | 55 | 35 | 63.6 | 94.3 | 88.6 | 25.7 | 4.1 |
| 539 | Wood | 9 | 36 | 26 | 72.2 % | 92.3 % | 88.5 % | 11.5 % | 4.3 |
| | TOTALS | 329 | 3,732 | 2,116 | 56.7 % | 91.3 % | 86.6 % | 27.9 % | 4.2 |

SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Study Data

*Selected programs reviewed in report only. excludes correctional students.
** Based on a scale of 1-5; 1 - Very Dissatisfied, 5 - Very Satisfied.

Illinois Community College Board

Table A-2

OCCUPATIONAL FOLLOW-UP RESPONSE RATES BY PROGRAM

| CIP | Title | Number of Respondents | Number of Non-respondents | Number of Completers Surveyed* | Response Rate |
|---|---|---|---|---|---|
| 1204 | COSMETIC SERVICES | 166 | 189 | 355 | 46.8 % |
| 120403 | Cosmetologist | 104 | 140 | 244 | 42.6 |
| 120405 | Massage | 57 | 45 | 102 | 55.9 |
| 120410 | Nail Technology | 5 | 4 | 9 | 55.6 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 105 | 97 | 202 | 52.0 |
| 120501 | Baker/Pastry Chef | 10 | 11 | 21 | 47.6 |
| 120503 | Culinary Arts/Chef Training | 66 | 58 | 124 | 53.2 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 29 | 28 | 57 | 50.9 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 21 | 0 | 21 | 100.0 |
| 150201 | Civil Engineenng/Civil Technology/Technician | 21 | 0 | 21 | 100.0 |
| 2004 | INSTITUTIONAL FOOD WORKERS AND ADMINISTRATORS | 8 | 3 | 11 | 72.7 |
| 200404 | Dietician Assistant | 8 | 3 | 11 | 72.7 |
| 2311 | ENGLISH TECHNICAL AND BUSINESS WRITER | 2 | 3 | 5 | 40.0 |
| 231101 | English Technical and Business Writer | 2 | 3 | 5 | 40.0 |
| 4302 | FIRE PROTECTION | 120 | 85 | 205 | 58.5 |
| 430201 | Fire Protection and Safety Technology/Technician | 111 | 78 | 189 | 58.7 |
| 430202 | Fire Services Administration | 2 | 3 | 5 | 40.0 |
| 430203 | Fire Science/Firefighting | 7 | 4 | 11 | 63.6 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 49 | 29 | 78 | 62.8 |
| 460401 | Building/Property Maintenance Manager | 38 | 24 | 62 | 61.3 |
| 460402 | Construction/Cement Mason | 6 | 3 | 9 | 66.7 |
| 460403 | Construction/Building Inspection | 5 | 2 | 7 | 71.4 |
| 5106 | DENTAL SERVICES | 184 | 75 | 259 | 71.0 |
| 510601 | Dental Assistant | 61 | 19 | 80 | 76.3 |
| 510602 | Dental Hygenist | 114 | 51 | 165 | 69.1 |
| 510603 | Dental Laboratoy Technician | 9 | 5 | 14 | 64.3 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 486 | 516 | 1002 | 48.5 |
| 510901 | Cardiovascular Technology/Technician | 9 | 1 | 10 | 90.0 |
| 510904 | Emergency Medical Technology/Technician | 164 | 238 | 402 | 40.8 |
| 510905 | Nuclear Medical Technology/Technician | 6 | 8 | 14 | 42.9 |
| 510907 | Medical Radiologic Technology/Technician | 148 | 121 | 269 | 55.0 |
| 510908 | Respiratory Therapy Technician | 60 | 55 | 115 | 52.2 |
| 510909 | Surgical/Operating Room Technician | 61 | 55 | 116 | 52.6 |
| 510910 | Diagnostic Medical Sonography | 25 | 35 | 60 | 41.7 |
| 510911 | Renal Dialysis Technology/Technician | 5 | 0 | 5 | 100.0 |
| 510913 | Computerized Tomography | 1 | 1 | 2 | 50.0 |
| 510914 | Magnetic Resonance Imaging | 7 | 2 | 9 | 77.8 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 472 | 314 | 786 | 60.1 |
| 520201 | Business Administration and Management, General | 320 | 211 | 531 | 60.3 |
| 520202 | Purchasing, Procurement and Contracts Management | 8 | 10 | 18 | 44.4 |
| 520203 | Logistics and Materials Management | 4 | 6 | 10 | 40.0 |
| 520204 | Office Supervision and Management | 98 | 54 | 152 | 64.5 |
| 520205 | Operations Management and Supervision | 42 | 33 | 75 | 56.0 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 592 | 360 | 952 | 62.2 |
| 520401 | Administrative Assistant/Secretarial Science, General | 205 | 103 | 308 | 66.6 |
| 520402 | Executive Assistant | 34 | 20 | 54 | 63.0 |
| 520403 | Legal Administrative Assistant/Secretary | 16 | 10 | 26 | 61.5 |
| 520404 | Medical Adminstrative Assistant/Secretary | 40 | 19 | 59 | 67.8 |
| 520405 | Court Reporter | 5 | 0 | 5 | 100.0 |
| 520407 | Information Processing/Data Entry Technician | 255 | 191 | 446 | 57.2 |
| 520408 | General Office/Clencal and Typing Services | 37 | 17 | 54 | 68.5 |
| | Total Statewide Report | 2,116 | 1,616 | 3,732 | 56.7 % |
| | Total Surveyed | 2,205 | 1,671 | 3,876 | 56.9 % |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-Up Study.

Appendix B

# STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY TABLES FOR SELECTED OCCUPATIONAL PROGRAMS BY CLASSIFICATION OF INSTRUCTIONAL PROGRAM CODE

Illinois Community College Board

Table B-1

EMPLOYMENT AND EDUCATION STATUS OF PROGRAM COMPLETERS
IN SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | EMPLOYED AND NOT PURSUING ADDITIONAL EDUCATION | | PURSUING ADDITIONAL EDUCATION AND NOT EMPLOYED | | EMPLOYED AND PURSUING ADDITIONAL EDUCATION | | TOTAL GRADUATES EMPLOYED OR PURSUING ADDITIONAL EDUCATION OR BOTH | | TOTAL NUMBER RESPONDING |
|---|---|---|---|---|---|---|---|---|---|---|
| | | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | PERCENT | |
| 1204 | COSMETIC SERVICES | 109 | 80.7 % | 9 | 6.7 % | 17 | 12.6 % | 135 | 89.4 % | 151 |
| 120403 | Cosmetologist | 67 | 48.8 | 7 | 8.1 | 12 | 14.0 | 86 | 89.6 | 96 |
| 120405 | Massage | 42 | 9.8 | 2 | 4.1 | 5 | 10.2 | 49 | 89.1 | 55 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 57 | 75.0 | 4 | 5.3 | 15 | 19.7 | 76 | 80.0 | 95 |
| 120501 | Baker/Pastry Chef | 5 | 71.4 | 1 | 14.3 | 1 | 14.3 | 7 | 70.0 | 10 |
| 120503 | Culinary Arts/Chef Training | 34 | 79.1 | 3 | 7.0 | 6 | 14.0 | 43 | 76.8 | 56 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 18 | 69.2 | 0 | 0.0 | 8 | 30.8 | 26 | 89.7 | 29 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 16 | 94.1 | 1 | 5.9 | 0 | 0.0 | 17 | 81.0 | 21 |
| 150201 | Civil Engineering/Civil Technology/Technician | 16 | 94.1 | 1 | 5.9 | 0 | 0.0 | 17 | 81.0 | 21 |
| 4302 | FIRE PROTECTION | 72 | 66.1 | 0 | 0.0 | 37 | 33.9 | 109 | 99.1 | 110 |
| 430201 | Fire Protection and Safety Technology/Technician | 72 | 66.1 | 0 | 0.0 | 37 | 33.9 | 109 | 99.1 | 110 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 30 | 93.8 | 0 | 0.0 | 2 | 6.3 | 32 | 82.1 | 39 |
| 460401 | Building/Property Maintenance Manager | 30 | 93.8 | 0 | 0.0 | 2 | 6.3 | 32 | 82.1 | 39 |
| 5106 | DENTAL SERVICES | 98 | 67.1 | 14 | 9.6 | 34 | 23.3 | 146 | 88.0 | 166 |
| 510601 | Dental Assistant | 24 | 47.1 | 11 | 21.6 | 16 | 31.4 | 51 | 87.9 | 58 |
| 510602 | Dental Hygenist | 74 | 77.9 | 3 | 3.2 | 18 | 18.9 | 95 | 88.0 | 108 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 322 | 76.3 | 14 | 3.3 | 86 | 20.4 | 422 | 96.6 | 437 |
| 510904 | Emergency Medical Technology/Technician | 99 | 63.9 | 10 | 6.5 | 46 | 29.7 | 155 | 95.7 | 162 |
| 510907 | Medical Radiologic Technology/Technician | 119 | 83.8 | 1 | 0.7 | 22 | 15.5 | 142 | 99.3 | 143 |
| 510908 | Respiratory Therapy Technician | 42 | 84.0 | 1 | 2.0 | 7 | 14.0 | 50 | 92.6 | 54 |
| 510909 | Surgical/Operating Room Technician | 40 | 78.4 | 2 | 3.9 | 9 | 17.6 | 51 | 96.2 | 53 |
| 510910 | Diagnostic Medical Sonography | 22 | 91.7 | 0 | 0.0 | 2 | 8.3 | 24 | 96.0 | 25 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 237 | 56.3 | 32 | 7.6 | 152 | 36.1 | 421 | 92.5 | 455 |
| 520201 | Business Administration and Management, General | 168 | 58.1 | 21 | 7.3 | 100 | 34.6 | 289 | 91.5 | 316 |
| 520204 | Office Supervision and Management | 45 | 48.4 | 11 | 11.8 | 37 | 39.8 | 93 | 95.9 | 97 |
| 520205 | Operations Management and Supervision | 24 | 61.5 | 0 | 0.0 | 15 | 38.5 | 39 | 92.9 | 42 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 365 | 69.9 | 24 | 4.6 | 133 | 25.5 | 522 | 89.5 | 583 |
| 520401 | Administrative Assistant/Secretarial Science, General | 143 | 74.5 | 5 | 2.6 | 44 | 22.9 | 192 | 94.1 | 204 |
| 520402 | Executive Assistant | 23 | 74.2 | 1 | 3.2 | 7 | 22.6 | 31 | 91.2 | 34 |
| 520403 | Legal Administrative Assistant/Secretary | 9 | 60.0 | 1 | 6.7 | 5 | 33.3 | 15 | 88.2 | 17 |
| 520404 | Medical Adminstrative Assistant/Secretary | 25 | 71.4 | 2 | 5.7 | 8 | 22.9 | 35 | 87.5 | 40 |
| 520407 | Information Processing/Data Entry Technician | 145 | 66.5 | 13 | 6.0 | 60 | 27.5 | 218 | 86.9 | 251 |
| 520408 | General Office/Clerical and Typing Services | 20 | 64.5 % | 2 | 6.5 % | 9 | 29.0 % | 31 | 83.8 % | 37 |
| | Associate Degree | 681 | 75.9 % | 21 | 2.3 % | 195 | 21.7 % | 897 | 92.4 % | 971 |
| | Advanced Certificate (30 hours or more) | 277 | 69.3 % | 33 | 8.3 % | 90 | 22.5 % | 400 | 89.7 % | 446 |
| | Basic Certificate (Less than 30 hours) | 348 | 59.7 % | 44 | 7.5 % | 191 | 32.8 % | 583 | 91.1 % | 640 |
| | REPORT TOTAL | 1,306 | 69.5 % | 98 | 5.2 % | 476 | 25.3 % | 1,880 | 91.4 % | 2,057 |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-2

EMPLOYMENT PATTERNS OF PROGRAM COMPLETERS
IN SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | EMPLOYED FULL-TIME | | EMPLOYED PART-TIME | | UNEMPLOYED SEEKING EMPLOYMENT | | UNEMPLOYED NOT SEEKING EMPLOYMENT | | TOTAL RESPONDING | TOTAL EMPLOYED | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | NUMBER | PERCENT |
| 1204 | COSMETIC SERVICES | 87 | 68.0 | 41 | 32.0 | 8 | 5.2 | 18 | 11.7 | 154 | 128 | 83.1 |
| 120403 | Cosmetologist | 61 | 76.3 | 19 | 23.8 | 3 | 3.1 | 14 | 14.4 | 97 | 80 | 82.5 |
| 120405 | Massage | 26 | 54.2 | 22 | 45.8 | 5 | 8.8 | 4 | 7.0 | 57 | 48 | 84.2 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 60 | 83.3 | 12 | 16.7 | 12 | 12.6 | 11 | 11.6 | 95 | 72 | 75.8 |
| 120501 | Baker/Pastry Chef | 5 | 83.3 | 1 | 16.7 | 1 | 10.0 | 3 | 30.0 | 10 | 6 | 60.0 |
| 120503 | Culinary Arts/Chef Training | 32 | 80.0 | 8 | 20.0 | 10 | 17.9 | 6 | 10.7 | 56 | 40 | 71.4 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 23 | 88.5 | 3 | 11.5 | 1 | 3.4 | 2 | 6.9 | 29 | 26 | 89.7 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 16 | 100.0 | 0 | 0.0 | 3 | 14.3 | 2 | 9.5 | 21 | 16 | 76.2 |
| 150201 | Civil Engineering/Civil Technology/Technician | 16 | 100.0 | 0 | 0.0 | 3 | 14.3 | 2 | 9.5 | 21 | 16 | 76.2 |
| 4302 | FIRE PROTECTION | 100 | 91.7 | 9 | 8.3 | 0 | 0.0 | 1 | 0.9 | 110 | 109 | 99.1 |
| 430201 | Fire Protection and Safety Technology/Technician | 100 | 91.7 | 9 | 8.3 | 0 | 0.0 | 1 | 0.9 | 110 | 109 | 99.1 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 31 | 96.9 | 1 | 3.1 | 5 | 12.8 | 2 | 5.1 | 39 | 32 | 82.1 |
| 460401 | Building/Property Maintenance Manager | 31 | 96.9 | 1 | 3.1 | 5 | 12.8 | 2 | 5.1 | 39 | 32 | 82.1 |
| 5108 | DENTAL SERVICES | 94 | 70.7 | 39 | 29.3 | 9 | 5.4 | 25 | 15.0 | 167 | 133 | 79.6 |
| 510601 | Dental Assistant | 29 | 70.7 | 12 | 29.3 | 2 | 3.4 | 16 | 27.1 | 59 | 41 | 69.5 |
| 510602 | Dental Hygenist | 65 | 70.7 | 27 | 29.3 | 7 | 6.5 | 9 | 8.3 | 108 | 92 | 85.2 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 338 | 82.6 | 71 | 17.4 | 6 | 1.4 | 23 | 5.3 | 438 | 409 | 93.4 |
| 510904 | Emergency Medical Technology/Technician | 115 | 78.8 | 31 | 21.2 | 4 | 2.5 | 13 | 8.0 | 163 | 146 | 89.6 |
| 510907 | Medical Radiologic Technology/Technician | 127 | 90.1 | 14 | 9.9 | 0 | 0.0 | 2 | 1.4 | 143 | 141 | 98.6 |
| 510908 | Respiratory Therapy Technician | 37 | 75.5 | 12 | 24.5 | 0 | 0.0 | 5 | 9.3 | 54 | 49 | 90.7 |
| 510909 | Surgical/Operating Room Technician | 38 | 77.6 | 11 | 22.4 | 2 | 3.8 | 2 | 3.8 | 53 | 49 | 92.5 |
| 510910 | Diagnostic Medical Sonography | 21 | 87.5 | 3 | 12.5 | 0 | 0.0 | 1 | 4.0 | 25 | 24 | 96.0 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 347 | 88.7 | 44 | 11.3 | 26 | 5.7 | 40 | 8.8 | 457 | 391 | 85.6 |
| 520201 | Business Administration and Management, General | 239 | 88.8 | 30 | 11.2 | 18 | 5.7 | 30 | 9.5 | 317 | 269 | 84.9 |
| 520204 | Office Supervision and Management | 68 | 82.9 | 14 | 17.1 | 5 | 5.2 | 10 | 10.3 | 97 | 82 | 84.5 |
| 520205 | Operations Management and Supervision | 40 | 100.0 | 0 | 0.0 | 3 | 7.0 | 0 | 0.0 | 43 | 40 | 93.0 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 422 | 84.7 | 76 | 15.3 | 47 | 8.0 | 39 | 6.7 | 584 | 498 | 85.3 |
| 520401 | Administrative Assistant/Secretarial Science, General | 164 | 87.7 | 23 | 12.3 | 9 | 4.4 | 8 | 3.9 | 204 | 187 | 91.7 |
| 520402 | Executive Assistant | 23 | 76.7 | 7 | 23.3 | 2 | 5.9 | 2 | 5.9 | 34 | 30 | 88.2 |
| 520403 | Legal Administrative Assistant/Secretary | 14 | 100.0 | 0 | 0.0 | 1 | 5.9 | 2 | 11.8 | 17 | 14 | 82.4 |
| 520404 | Medical Administrative Assistant/Secretary | 26 | 78.8 | 7 | 21.2 | 3 | 7.5 | 4 | 10.0 | 40 | 33 | 82.5 |
| 520407 | Information Processing/Data Entry Technician | 169 | 82.4 | 36 | 17.6 | 26 | 10.3 | 21 | 8.3 | 252 | 205 | 81.3 |
| 520408 | General Office/Clerical and Typing Services | 26 | 89.7 | 3 | 10.3 | 6 | 16.2 | 2 | 5.4 | 37 | 29 | 78.4 |
| | Associate Degree | 758 | 86.4 | 119 | 13.6 | 41 | 4.2 | 55 | 5.7 | 973 | 877 | 90.1 |
| | Advanced Certificate (30 hours or more) | 290 | 78.6 | 79 | 21.4 | 26 | 5.8 | 53 | 11.8 | 448 | 369 | 82.4 |
| | Basic Certificate (Less than 30 hours) | 447 | 82.6 | 95 | 17.5 | 49 | 7.6 | 53 | 8.2 | 644 | 542 | 84.2 |
| | REPORT TOTAL | 1,495 | 83.6 | 293 | 16.4 | 116 | 5.6 | 161 | 7.8 | 2,085 | 1,788 | 86.6 |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-3

GRADUATES SIMULTANEOUSLY EMPLOYED AND PURSUING ADDITIONAL EDUCATION
IN SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | EMPLOYED AND PURSUING ADDITIONAL EDUCATION IN A RELATED FIELD | | EMPLOYED AND PURSUING ADDITIONAL EDUCATION IN AN UNRELATED FIELD | | TOTAL GRADUATES EMPLOYED AND PURSUING ADDITIONAL EDUCATION | | TOTAL GRADUATES RESPONDING |
|---|---|---|---|---|---|---|---|---|
| | | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER |
| 1204 | COSMETIC SERVICES | 10 | 58.8 % | 7 | 41.2 % | 17 | 11.3 % | 150 |
| 120403 | Cosmetologist | 5 | 41.7 | 7 | 58.3 | 12 | 12.8 | 94 |
| 120405 | Massage | 5 | 100.0 | 0 | 0.0 | 5 | 8.9 | 56 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 9 | 60.0 | 6 | 40.0 | 15 | 16.0 | 94 |
| 120501 | Baker/Pastry Chef | 1 | 100.0 | 0 | 0.0 | 1 | 10.0 | 10 |
| 120503 | Culinary Arts/Chef Training | 3 | 50.0 | 3 | 50.0 | 6 | 10.9 | 55 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 5 | 62.5 | 3 | 37.5 | 8 | 27.6 | 29 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 21 |
| 150201 | Civil Engineering/Civil Technology/Technician | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 21 |
| 4302 | FIRE PROTECTION | 28 | 75.7 | 9 | 24.3 | 37 | 33.9 | 109 |
| 430201 | Fire Protection and Safety Technology/Technician | 28 | 75.7 | 9 | 24.3 | 37 | 33.9 | 109 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 0 | 0.0 | 2 | 100.0 | 2 | 5.3 | 38 |
| 460401 | Building/Property Maintenance Manager | 0 | 0.0 | 2 | 100.0 | 2 | 5.3 | 38 |
| 5108 | DENTAL SERVICES | 22 | 64.7 | 12 | 35.3 | 34 | 20.6 | 165 |
| 510601 | Dental Assistant | 12 | 75.0 | 4 | 25.0 | 16 | 28.1 | 57 |
| 510602 | Dental Hygenist | 10 | 55.6 | 8 | 44.4 | 18 | 16.7 | 108 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 65 | 75.6 | 21 | 24.4 | 86 | 19.7 | 436 |
| 510904 | Emergency Medical Technology/Technician | 31 | 67.4 | 15 | 32.6 | 46 | 28.4 | 162 |
| 510907 | Medical Radiologic Technology/Technician | 19 | 86.4 | 3 | 13.6 | 22 | 15.5 | 142 |
| 510908 | Respiratory Therapy Technician | 6 | 85.7 | 1 | 14.3 | 7 | 13.0 | 54 |
| 510909 | Surgical/Operating Room Technician | 8 | 88.9 | 1 | 11.1 | 9 | 17.0 | 53 |
| 510910 | Diagnostic Medical Sonography | 1 | 50.0 | 1 | 50.0 | 2 | 8.0 | 25 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 126 | 82.9 | 26 | 17.1 | 152 | 33.5 | 454 |
| 520201 | Business Administration and Management, General | 83 | 83.0 | 17 | 17.0 | 100 | 31.7 | 315 |
| 520204 | Office Supervision and Management | 32 | 86.5 | 5 | 13.5 | 37 | 38.1 | 97 |
| 520205 | Operations Management and Supervision | 11 | 73.3 | 4 | 26.7 | 15 | 35.7 | 42 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 95 | 71.4 | 38 | 28.6 | 133 | 22.9 | 580 |
| 520401 | Administrative Assistant/Secretarial Science, General | 31 | 70.5 | 13 | 29.5 | 44 | 21.6 | 204 |
| 520402 | Executive Assistant | 6 | 85.7 | 1 | 14.3 | 7 | 20.6 | 34 |
| 520403 | Legal Administrative Assistant/Secretary | 2 | 66.7 | 1 | 33.3 | 3 | 18.8 | 16 |
| 520404 | Medical Adminstrative Assistant/Secretary | 6 | 75.0 | 2 | 25.0 | 8 | 20.0 | 40 |
| 520407 | Information Processing/Data Entry Technician | 46 | 76.7 | 14 | 23.3 | 60 | 24.1 | 249 |
| 520408 | General Office/Clerical and Typing Services | 4 | 44.4 % | 5 | 55.6 % | 9 | 24.3 % | 37 |
| | Associate Degree | 139 | 71.3 % | 56 | 28.7 % | 195 | 20.1 % | 968 |
| | Advanced Certificate (30 hours or more) | 65 | 72.2 % | 25 | 27.8 % | 90 | 20.5 % | 440 |
| | Basic Certificate (Less than 30 hours) | 151 | 79.1 % | 40 | 20.9 % | 191 | 29.9 % | 639 |
| | REPORT TOTAL | 355 | 74.6 % | 121 | 25.4 % | 476 | 23.3 % | 2,047 |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-4

EDUCATIONAL STATUS OF GRADUATES
FROM SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | NO FURTHER EDUCATION | | PREVIOUSLY PURSUED FURTHER EDUCATION BUT NOT NOW | | CURRENTLY ENROLLED IN RELATED PROGRAM | | CURRENTLY ENROLLED IN UNRELATED PROGRAM | | TOTAL RESPONDING | COMBINED COUNT CURRENTLY ENROLLED IN RELATED AND UNRELATED PROGRAMS | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | PERCENT | NUMBER | NUMBER | PERCENT |
| 1204 | COSMETIC SERVICES | 123 | 80.9 % | 3 | 2.0 % | 17 | 11.2 % | 9 | 5.9 % | 152 | 26 | 17.1 % |
| 120403 | Cosmetologist | 77 | 80.2 | 0 | 0.0 | 10 | 10.4 | 9 | 9.4 | 96 | 19 | 19.8 |
| 120405 | Massage | 46 | 82.1 | 3 | 5.4 | 7 | 12.5 | 0 | 0.0 | 56 | 7 | 12.5 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 71 | 73.2 | 7 | 7.2 | 12 | 12.4 | 7 | 7.2 | 97 | 19 | 19.6 |
| 120501 | Baker/Pastry Chef | 8 | 80.0 | 0 | 0.0 | 2 | 20.0 | 0 | 0.0 | 10 | 2 | 20.0 |
| 120503 | Culinary Arts/Chef Training | 44 | 75.9 | 5 | 8.6 | 5 | 8.6 | 4 | 6.9 | 58 | 9 | 15.5 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 19 | 65.5 | 2 | 6.9 | 5 | 17.2 | 3 | 10.3 | 29 | 8 | 27.6 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 20 | 95.2 | 0 | 0.0 | 1 | 4.8 | 0 | 0.0 | 21 | 1 | 4.8 |
| 150201 | Civil Engineering/Civil Technology/Technician | 20 | 95.2 | 0 | 0.0 | 1 | 4.8 | 0 | 0.0 | 21 | 1 | 4.8 |
| 4302 | FIRE PROTECTION | 67 | 60.4 | 7 | 6.3 | 28 | 25.2 | 9 | 8.1 | 111 | 37 | 33.3 |
| 430201 | Fire Protection and Safety Technology/Technician | 67 | 60.4 | 7 | 6.3 | 28 | 25.2 | 9 | 8.1 | 111 | 37 | 33.3 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 36 | 92.3 | 1 | 2.6 | 0 | 0.0 | 2 | 5.1 | 39 | 2 | 5.1 |
| 460401 | Building/Property Maintenance Manager | 36 | 92.3 | 1 | 2.6 | 0 | 0.0 | 2 | 5.1 | 39 | 2 | 5.1 |
| 5106 | DENTAL SERVICES | 115 | 67.6 | 4 | 2.4 | 32 | 18.8 | 19 | 11.2 | 170 | 51 | 30.0 |
| 510601 | Dental Assistant | 29 | 47.5 | 2 | 3.3 | 20 | 32.8 | 10 | 16.4 | 61 | 30 | 49.2 |
| 510602 | Dental Hygienist | 86 | 78.9 | 2 | 1.8 | 12 | 11.0 | 9 | 8.3 | 109 | 21 | 19.3 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 306 | 69.9 | 31 | 7.1 | 77 | 17.6 | 24 | 5.5 | 438 | 101 | 23.1 |
| 510904 | Emergency Medical Technology/Technician | 91 | 56.2 | 15 | 9.3 | 39 | 24.1 | 17 | 10.5 | 162 | 56 | 34.6 |
| 510907 | Medical Radiologic Technology/Technician | 111 | 77.1 | 9 | 6.3 | 21 | 14.6 | 3 | 2.1 | 144 | 24 | 16.7 |
| 510908 | Respiratory Therapy Technician | 43 | 79.6 | 3 | 5.6 | 7 | 13.0 | 1 | 1.9 | 54 | 8 | 14.8 |
| 510909 | Surgical/Operating Room Technician | 38 | 71.7 | 4 | 7.5 | 9 | 17.0 | 2 | 3.8 | 53 | 11 | 20.8 |
| 510910 | Diagnostic Medical Sonography | 23 | 92.0 | 0 | 0.0 | 1 | 4.0 | 1 | 4.0 | 25 | 2 | 8.0 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 255 | 55.7 | 19 | 4.1 | 153 | 33.4 | 31 | 6.8 | 458 | 184 | 40.2 |
| 520201 | Business Administration and Management, General | 185 | 58.2 | 12 | 3.8 | 100 | 31.4 | 21 | 6.6 | 318 | 121 | 38.1 |
| 520204 | Office Supervision and Management | 47 | 48.0 | 3 | 3.1 | 42 | 42.9 | 6 | 6.1 | 98 | | |
| 520205 | Operations Management and Supervision | 23 | 54.8 | 4 | 9.5 | 11 | 26.2 | 4 | 9.5 | 42 | 15 | 35.7 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 404 | 69.3 | 22 | 3.8 | 113 | 19.4 | 44 | 7.5 | 583 | 157 | 26.9 |
| 520401 | Administrative Assistant/Secretarial Science, General | 150 | 73.5 | 5 | 2.5 | 33 | 16.2 | 16 | 7.8 | 204 | 49 | 24.0 |
| 520402 | Executive Assistant | 23 | 67.6 | 3 | 8.8 | 7 | 20.6 | 1 | 2.9 | 34 | 8 | 23.5 |
| 520403 | Legal Administrative Assistant/Secretary | 11 | 64.7 | 0 | 0.0 | 3 | 17.6 | 3 | 17.6 | 17 | | |
| 520404 | Medical Adminstrative Assistant/Secretary | 28 | 70.0 | 2 | 5.0 | 8 | 20.0 | 2 | 5.0 | 40 | 10 | 25.0 |
| 520407 | Information Processing/Data Entry Technician | 167 | 66.5 | 11 | 4.4 | 56 | 22.3 | 17 | 6.8 | 251 | | |
| 520408 | General Office/Clerical and Typing Services | 25 | 67.6 % | 1 | 2.7 % | 6 | 16.2 % | 5 | 13.5 % | 37 | 11 | 29.7 % |
| | Associate Degree | 710 | 72.7 % | 50 | 5.1 % | 155 | 15.9 % | 62 | 6.3 % | 977 | 217 | 22.2 % |
| | Advanced Certificate (30 hours or more) | 311 | 69.3 % | 12 | 2.7 % | 91 | 20.3 % | 35 | 7.8 % | 449 | 126 | 28.1 % |
| | Basic Certificate (Less than 30 hours) | 376 | 58.5 % | 32 | 5.0 % | 187 | 29.1 % | 48 | 7.5 % | 643 | 235 | 36.5 % |
| | REPORT TOTAL | 1,397 | 67.5 % | 94 | 4.5 % | 433 | 20.9 % | 145 | 7.0 % | 2,069 | 578 | 27.9 % |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-5

## RELATEDNESS OF EMPLOYMENT AMONG PROGRAM COMPLETERS IN SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | EMPLOYED FULL-TIME | | EMPLOYED PART-TIME | | COMBINED | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | NOT | | NOT | RELATED | | NOT RELATED | | TOTAL |
| | | RELATED NUMBER | RELATED NUMBER | RELATED NUMBER | RELATED NUMBER | NUMBER | PERCENT | NUMBER | PERCENT | RESPONDING |
| 1204 | COSMETIC SERVICES | 64 | 23 | 32 | 9 | 96 | 75.0 % | 32 | 25.0 % | 128 |
| 120403 | Cosmetologist | 51 | 10 | 14 | 5 | 65 | 81.3 | 15 | 18.8 | 80 |
| 120405 | Massage | 13 | 13 | 18 | 4 | 31 | 64.6 | 17 | 35.4 | 48 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 48 | 11 | 9 | 3 | 57 | 80.3 | 14 | 19.7 | 71 |
| 120501 | Baker/Pastry Chef | 2 | 2 | 1 | 0 | 3 | 60.0 | 2 | 40.0 | 5 |
| 120503 | Culinary Arts/Chef Training | 29 | 3 | 7 | 1 | 36 | 90.0 | 4 | 10.0 | 40 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 17 | 6 | 1 | 2 | 18 | 69.2 | 8 | 30.8 | 26 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 16 | 0 | 0 | 0 | 16 | 100.0 | 0 | 0.0 | 16 |
| 150201 | Civil Engineering/Civil Technology/Technician | 16 | 0 | 0 | 0 | 16 | 100.0 | 0 | 0.0 | 16 |
| 4302 | FIRE PROTECTION | 85 | 15 | 6 | 3 | 91 | 83.5 | 18 | 16.5 | 109 |
| 430201 | Fire Protection and Safety Technology/Technician | 85 | 15 | 6 | 3 | 91 | 83.5 | 18 | 16.5 | 109 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 19 | 12 | 0 | 1 | 19 | 59.4 | 13 | 40.6 | 32 |
| 460401 | Building/Property Maintenance Manager | 19 | 12 | 0 | 1 | 19 | 59.4 | 13 | 40.6 | 32 |
| 5106 | DENTAL SERVICES | 88 | 5 | 26 | 12 | 114 | 87.0 | 17 | 13.0 | 131 |
| 510601 | Dental Assistant | 26 | 2 | 6 | 6 | 32 | 80.0 | 8 | 20.0 | 40 |
| 510602 | Dental Hygienist | 62 | 3 | 20 | 6 | 82 | 90.1 | 9 | 9.9 | 91 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 290 | 43 | 53 | 18 | 343 | 84.9 | 61 | 15.1 | 404 |
| 510904 | Emergency Medical Technology/Technician | 76 | 38 | 19 | 12 | 95 | 66.4 | 48 | 33.6 | 143 |
| 510907 | Medical Radiologic Technology/Technician | 121 | 4 | 11 | 3 | 132 | 95.0 | 7 | 5.0 | 139 |
| 510908 | Respiratory Therapy Technician | 35 | 2 | 12 | 0 | 47 | 95.9 | 2 | 4.1 | 49 |
| 510909 | Surgical/Operating Room Technician | 37 | 1 | 8 | 3 | 45 | 91.8 | 4 | 8.2 | 49 |
| 510910 | Diagnostic Medical Sonography | 21 | 0 | 3 | 0 | 24 | 100.0 | 0 | 0.0 | 24 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 255 | 90 | 19 | 25 | 274 | 70.4 | 115 | 29.6 | 389 |
| 520201 | Business Administration and Management, General | 178 | 60 | 18 | 12 | 196 | 73.1 | 72 | 26.9 | 268 |
| 520204 | Office Supervision and Management | 47 | 21 | 1 | 13 | 48 | 58.5 | 34 | 41.5 | 82 |
| 520205 | Operations Management and Supervision | 30 | 9 | 0 | 0 | 30 | 76.9 | 9 | 23.1 | 39 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 314 | 101 | 41 | 34 | 355 | 72.4 | 135 | 27.6 | 490 |
| 520401 | Administrative Assistant/Secretarial Science, General | 138 | 26 | 13 | 10 | 151 | 80.7 | 36 | 19.3 | 187 |
| 520402 | Executive Assistant | 21 | 2 | 5 | 2 | 26 | 86.7 | 4 | 13.3 | 30 |
| 520403 | Legal Administrative Assistant/Secretary | 8 | 6 | 0 | 0 | 8 | 57.1 | 6 | 42.9 | 14 |
| 520404 | Medical Administrative Assistant/Secretary | 15 | 10 | 2 | 5 | 17 | 53.1 | 15 | 46.9 | 32 |
| 520407 | Information Processing/Data Entry Technician | 114 | 49 | 20 | 15 | 134 | 67.7 | 64 | 32.3 | 198 |
| 520408 | General Office/Clerical and Typing Services | 18 | 8 | 1 | 2 | 19 | 65.5 % | 10 | 34.5 % | 29 |
| | Associate Degree | 640 | 113 | 84 | 34 | 724 | 83.1 % | 147 | 16.9 % | 871 |
| | Advanced Certificate (30 hours or more) | 230 | 59 | 48 | 31 | 278 | 75.5 % | 90 | 24.5 % | 368 |
| | Basic Certificate (Less than 30 hours) | 309 | 128 | 54 | 40 | 363 | 68.4 % | 168 | 31.6 % | 531 |
| | REPORT TOTAL | 1,178 | 300 | 166 | 105 | 1,365 | 77.1 % | 405 | 22.9 % | 1,770 |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-6

REASONS WHY PRESENT JOB IS NOT IN RELATED FIELD
FOR GRADUATES OF SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | Reason Why Job is not in a Related Field* | | | | | | | | | | Not Indicated | Total Employed in Unrelated Field |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 1204 | COSMETIC SERVICES | 4 | 4 | 4 | 1 | 0 | 4 | 0 | 1 | 1 | 9 | 4 | 32 |
| 120403 | Cosmetologist | 3 | 2 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 4 | 2 | 15 |
| 120405 | Massage | 1 | 2 | 2 | 1 | 0 | 3 | 0 | 0 | 1 | 5 | 2 | 17 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 0 | 4 | 1 | 0 | 2 | 3 | 0 | 0 | 0 | 2 | 2 | 14 |
| 120501 | Baker/Pastry Chef | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| 120503 | Culinary Arts/Chef Training | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 0 | 1 | 1 | 0 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 8 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 150201 | Civil Engineering/Civil Technology/Technician | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4302 | FIRE PROTECTION | 3 | 1 | 3 | 0 | 0 | 2 | 1 | 1 | 0 | 4 | 3 | 18 |
| 430201 | Fire Protection and Safety Technology/Technician | 3 | 1 | 3 | 0 | 0 | 2 | 1 | 1 | 0 | 4 | 3 | 18 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGER | 2 | 3 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 4 | 0 | 13 |
| 460401 | Building/Property Maintenance Manager | 2 | 3 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 4 | 0 | 13 |
| 5106 | DENTAL SERVICES | 3 | 0 | 0 | 0 | 1 | 6 | 2 | 3 | 0 | 0 | 2 | 17 |
| 510601 | Dental Assistant | 3 | 0 | 0 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 1 | 8 |
| 510602 | Dental Hygenist | 0 | 0 | 0 | 0 | 0 | 4 | 2 | 2 | 0 | 0 | 1 | 9 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERV | 10 | 8 | 8 | 5 | 2 | 12 | 1 | 2 | 0 | 11 | 2 | 61 |
| 510904 | Emergency Medical Technology/Technician | 9 | 7 | 7 | 2 | 2 | 7 | 1 | 1 | 0 | 10 | 2 | 48 |
| 510907 | Medical Radiologic Technology/Technician | 0 | 1 | 1 | 0 | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 7 |
| 510908 | Respiratory Therapy Technician | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 510909 | Surgical/Operating Room Technician | 0 | 0 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| 510910 | Diagnostic Medical Sonography | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 18 | 9 | 21 | 4 | 4 | 29 | 2 | 1 | 0 | 21 | 6 | 115 |
| 520201 | Business Administration and Management, General | 13 | 6 | 15 | 3 | 3 | 9 | 1 | 0 | 0 | 19 | 3 | 72 |
| 520204 | Office Supervision and Management | 2 | 3 | 3 | 0 | 1 | 18 | 1 | 1 | 0 | 2 | 3 | 34 |
| 520205 | Operations Management and Supervision | 3 | 0 | 3 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 9 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 12 | 6 | 44 | 9 | 3 | 12 | 7 | 3 | 0 | 22 | 17 | 135 |
| 520401 | Administrative Assistant/Secretarial Science, General | 3 | 1 | 14 | 3 | 0 | 2 | 2 | 0 | 0 | 7 | 4 | 36 |
| 520402 | Executive Assistant | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 4 |
| 520403 | Legal Administrative Assistant/Secretary | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 6 |
| 520404 | Medical Administrative Assistant/Secretary | 1 | 2 | 4 | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 2 | 15 |
| 520407 | Information Processing/Data Entry Technician | 7 | 3 | 20 | 2 | 1 | 7 | 3 | 2 | 0 | 11 | 8 | 64 |
| 520408 | General Office/Clerical and Typing Services | 0 | 0 | 4 | 0 | 2 | 0 | 1 | 1 | 0 | 2 | 0 | 10 |
| | Associate Degree | 16 | 15 | 37 | 8 | 5 | 15 | 6 | 3 | 0 | 29 | 14 | 148 |
| | Advanced Certificate (30 hours or more) | 11 | 4 | 20 | 5 | 2 | 15 | 2 | 4 | 1 | 14 | 12 | 90 |
| | Basic Certificate (Less than 30 hours) | 25 | 16 | 27 | 6 | 5 | 38 | 6 | 4 | 0 | 30 | 10 | 167 |
| | REPORT TOTAL | 52 | 35 | 84 | 19 | 12 | 68 | 14 | 11 | 1 | 73 | 36 | 405 |

* 1 = Preferred to work in another field
2 = Found better paying job in another field
3 = Could not find job in field of preparation
4 = Worked previously in field, but changed
5 = Preferred not to move to new locality
6 = Temporary job while in transition (in college or summer employment)
7 = Took job in order to get preferred working hours
8 = Didn't complete program or pass licensing test to be eligible to work in field
9 = Health problems prevented me from working in field
10 = Other

SOURCE OF DATA: ICCB Occupational Follow-up Study - Fiscal Year 2002

Illinois Community College Board

Table B-7

**BEGINNING OF PRESENT POSITION AMONG GRADUATES FROM SELECTED OCCUPATIONAL PROGRAMS**

| CIP | PROGRAM | HAD POSITION PRIOR TO PROGRAM ENTRANCE NUMBER | HAD POSITION PRIOR TO PROGRAM ENTRANCE PERCENT | BEGAN POSITION DURING PROGRAM ENROLLMENT NUMBER | BEGAN POSITION DURING PROGRAM ENROLLMENT PERCENT | BEGAN POSITION AFTER PROGRAM COMPLETION NUMBER | BEGAN POSITION AFTER PROGRAM COMPLETION PERCENT | TOTAL NUMBER RESPONDING |
|---|---|---|---|---|---|---|---|---|
| 1204 | COSMETIC SERVICES | 18 | 16.1 % | 13 | 11.6 % | 81 | 72.3 % | 112 |
| 120403 | Cosmetologist | 7 | 10.8 | 6 | 9.2 | 52 | 80.0 | 65 |
| 120405 | Massage | 11 | 23.4 | 7 | 14.9 | 29 | 61.7 | 47 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 17 | 23.3 | 28 | 38.4 | 28 | 38.4 | 73 |
| 120501 | Baker/Pastry Chef | 3 | 60.0 | 1 | 20.0 | 1 | 20.0 | 5 |
| 120503 | Culinary Arts/Chef Training | 8 | 19.0 | 18 | 42.9 | 16 | 38.1 | 42 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 6 | 23.1 | 9 | 34.6 | 11 | 42.3 | 26 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN** | 0 | 0.0 | 3 | 14.3 | 18 | 85.7 | 21 |
| 150201 | Civil Engineering/Civil Technology/Technician | 0 | 0.0 | 3 | 14.3 | 18 | 85.7 | 21 |
| 4302 | FIRE PROTECTION | 58 | 55.8 | 29 | 27.9 | 17 | 16.3 | 104 |
| 430201 | Fire Protection and Safety Technology/Technician | 58 | 55.8 | 29 | 27.9 | 17 | 16.3 | 104 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 15 | 57.7 | 5 | 19.2 | 6 | 23.1 | 26 |
| 460401 | Building/Property Maintenance Manager | 15 | 57.7 | 5 | 19.2 | 6 | 23.1 | 26 |
| 5106 | DENTAL SERVICES | 19 | 16.0 | 16 | 13.4 | 84 | 70.6 | 119 |
| 510601 | Dental Assistant | 8 | 21.1 | 10 | 26.3 | 20 | 52.6 | 38 |
| 510602 | Dental Hygenist | 11 | 13.6 | 6 | 7.4 | 64 | 79.0 | 81 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 84 | 20.9 | 83 | 20.7 | 234 | 58.4 | 401 |
| 510904 | Emergency Medical Technology/Technician | 71 | 49.0 | 21 | 14.5 | 53 | 36.6 | 145 |
| 510907 | Medical Radiologic Technology/Technician | 7 | 5.1 | 23 | 16.9 | 106 | 77.9 | 136 |
| 510908 | Respiratory Therapy Technician | 0 | 0.0 | 21 | 44.7 | 26 | 55.3 | 47 |
| 510909 | Surgical/Operating Room Technician | 4 | 8.2 | 12 | 24.5 | 33 | 67.3 | 49 |
| 510910 | Diagnostic Medical Sonography | 2 | 8.3 | 6 | 25.0 | 16 | 66.7 | 24 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 171 | 45.0 | 127 | 33.4 | 82 | 21.6 | 380 |
| 520201 | Business Administration and Management, General | 118 | 45.0 | 82 | 31.3 | 62 | 23.7 | 262 |
| 520204 | Office Supervision and Management | 28 | 35.4 | 37 | 46.8 | 14 | 17.7 | 79 |
| 520205 | Operations Management and Supervision | 25 | 64.1 | 8 | 20.5 | 6 | 15.4 | 39 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 101 | 21.4 | 165 | 35.0 | 205 | 43.5 | 471 |
| 520401 | Administrative Assistant/Secretarial Science, General | 37 | 20.6 | 68 | 37.8 | 75 | 41.7 | 180 |
| 520402 | Executive Assistant | 5 | 16.7 | 10 | 33.3 | 15 | 50.0 | 30 |
| 520403 | Legal Administrative Assistant/Secretary | 2 | 16.7 | 4 | 33.3 | 6 | 50.0 | 12 |
| 520404 | Medical Adminstrative Assistant/Secretary | 4 | 13.8 | 11 | 37.9 | 14 | 48.3 | 29 |
| 520407 | Information Processing/Data Entry Technician | 47 | 24.5 | 62 | 32.3 | 83 | 43.2 | 192 |
| 520408 | General Office/Clerical and Typing Services | 6 | 21.4 % | 10 | 35.7 % | 12 | 42.9 % | 28 |
| | Associate Degree | 186 | 22.0 % | 231 | 27.4 % | 427 | 50.6 % | 844 |
| | Advanced Certificate (30 hours or more) | 67 | 19.6 % | 90 | 26.4 % | 184 | 54.0 % | 341 |
| | Basic Certificate (Less than 30 hours) | 230 | 44.1 % | 148 | 28.4 % | 144 | 27.6 % | 522 |
| | REPORT TOTAL | 483 | 28.3 % | 469 | 27.5 % | 755 | 44.2 % | 1,707 |

*Correctional & deceased students are not included in these totals
** Estimated due to a reporting problem at a single institution

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-8

LOCATION OF EMPLOYMENT HELD BY GRADUATES
FROM SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | IN-DISTRICT NUMBER | IN-DISTRICT PERCENT | OUT-OF-DISTRICT BUT IN ILLINOIS NUMBER | OUT-OF-DISTRICT BUT IN ILLINOIS PERCENT | OUT-OF-STATE NUMBER | OUT-OF-STATE PERCENT | TOTAL NUMBER RESPONDING |
|---|---|---|---|---|---|---|---|---|
| 1204 | COSMETIC SERVICES | 84 | 73.7 % | 26 | 22.8 % | 4 | 3.5 % | 114 |
| 120403 | Cosmetologist | 50 | 75.8 | 13 | 19.7 | 3 | 4.5 | 66 |
| 120405 | Massage | 34 | 70.8 | 13 | 27.1 | 1 | 2.1 | 48 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 39 | 54.9 | 23 | 32.4 | 9 | 12.7 | 71 |
| 120501 | Baker/Pastry Chef | 3 | 60.0 | 2 | 40.0 | 0 | 0.0 | 5 |
| 120503 | Culinary Arts/Chef Training | 23 | 56.1 | 12 | 29.3 | 6 | 14.6 | 41 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 13 | 52.0 | 9 | 36.0 | 3 | 12.0 | 25 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN** | 10 | 47.6 | 8 | 38.1 | 3 | 14.3 | 21 |
| 150201 | Civil Engineering/Civil Technology/Technician | 10 | 47.6 | 8 | 38.1 | 3 | 14.3 | 21 |
| 4302 | FIRE PROTECTION | 74 | 69.8 | 22 | 20.8 | 10 | 9.4 | 106 |
| 430201 | Fire Protection and Safety Technology/Technician | 74 | 69.8 | 22 | 20.8 | 10 | 9.4 | 106 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 21 | 80.8 | 5 | 19.2 | 0 | 0.0 | 26 |
| 460401 | Building/Property Maintenance Manager | 21 | 80.8 | 5 | 19.2 | 0 | 0.0 | 26 |
| 5106 | DENTAL SERVICES | 46 | 38.3 | 70 | 58.3 | 4 | 3.3 | 120 |
| 510601 | Dental Assistant | 26 | 66.7 | 10 | 25.6 | 3 | 7.7 | 39 |
| 510602 | Dental Hygenist | 20 | 24.7 | 60 | 74.1 | 1 | 1.2 | 81 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 228 | 56.6 | 140 | 34.7 | 35 | 8.7 | 403 |
| 510904 | Emergency Medical Technology/Technician | 100 | 69.0 | 42 | 29.0 | 3 | 2.1 | 145 |
| 510907 | Medical Radiologic Technology/Technician | 72 | 52.6 | 41 | 29.9 | 24 | 17.5 | 137 |
| 510908 | Respiratory Therapy Technician | 26 | 54.2 | 19 | 39.6 | 3 | 6.3 | 48 |
| 510909 | Surgical/Operating Room Technician | 23 | 46.9 | 24 | 49.0 | 2 | 4.1 | 49 |
| 510910 | Diagnostic Medical Sonography | 7 | 29.2 | 14 | 58.3 | 3 | 12.5 | 24 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 249 | 65.7 | 114 | 30.1 | 16 | 4.2 | 379 |
| 520201 | Business Administration and Management, General | 189 | 72.1 | 64 | 24.4 | 9 | 3.4 | 262 |
| 520204 | Office Supervision and Management | 36 | 45.6 | 40 | 50.6 | 3 | 3.8 | 79 |
| 520205 | Operations Management and Supervision | 24 | 63.2 | 10 | 26.3 | 4 | 10.5 | 38 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 353 | 75.6 | 75 | 16.1 | 39 | 8.4 | 467 |
| 520401 | Administrative Assistant/Secretarial Science, General | 142 | 82.1 | 20 | 11.6 | 11 | 6.4 | 173 |
| 520402 | Executive Assistant | 19 | 63.3 | 8 | 26.7 | 3 | 10.0 | 30 |
| 520403 | Legal Administrative Assistant/Secretary | 9 | 75.0 | 2 | 16.7 | 1 | 8.3 | 12 |
| 520404 | Medical Adminstrative Assistant/Secretary | 24 | 82.8 | 3 | 10.3 | 2 | 6.9 | 29 |
| 520407 | Information Processing/Data Entry Technician | 134 | 69.1 | 38 | 19.6 | 22 | 11.3 | 194 |
| 520408 | General Office/Clerical and Typing Services | 25 | 86.2 % | 4 | 13.8 % | 0 | 0.0 % | 29 |
| | Associate Degree | 499 | 59.8 % | 250 | 29.9 % | 86 | 10.3 % | 835 |
| | Advanced Certificate (30 hours or more) | 231 | 67.2 % | 91 | 26.5 % | 22 | 6.4 % | 344 |
| | Basic Certificate (Less than 30 hours) | 374 | 70.8 % | 142 | 26.9 % | 12 | 2.3 % | 528 |
| | REPORT TOTAL | 1,104 | 64.7 % | 483 | 28.3 % | 120 | 7.0 % | 1,707 |

*Correctional & deceased students are not included in these totals
** Estimated due to a reporting problem at a single institution

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-9

AVERAGE HOURLY SALARY EARNED BY GRADUATES FROM SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | FULL-TIME | | PART-TIME | | TOTAL | |
|---|---|---|---|---|---|---|---|
| | | NUMBER OF RESPONDENTS | AVERAGE HOURLY SALARY | NUMBER OF RESPONDENTS | AVERAGE HOURLY SALARY | NUMBER OF RESPONDENTS | AVERAGE HOURLY SALARY |
| 1204 | COSMETIC SERVICES | 61 | $11.68 | 23 | $22.56 | 84 | $14.84 |
| 120403 | Cosmetologist | 43 | $9.56 | 8 | $9.02 | 51 | $9.47 |
| 120405 | Massage | 18 | $16.76 | 15 | $30.78 | 33 | $23.13 |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 45 | $12.77 | 9 | $9.90 | 54 | $12.29 |
| 120501 | Baker/Pastry Chef | 3 | $16.96 | 0 | $0.00 | 3 | $16.96 |
| 120503 | Culinary Arts/Chef Training | 26 | $13.27 | 6 | $10.17 | 32 | $12.69 |
| 120504 | Food and Beverage/Restaurant Operations Manager | 16 | $11.19 | 3 | $9.35 | 19 | $10.90 |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 15 | $12.95 | 0 | $0.00 | 15 | $12.95 |
| 150201 | Civil Engineering/Civil Technology/Technician | 15 | $12.95 | 0 | $0.00 | 15 | $12.95 |
| 4302 | FIRE PROTECTION | 67 | $19.69 | 8 | $15.76 | 75 | $19.27 |
| 430201 | Fire Protection and Safety Technology/Technician | 67 | $19.69 | 8 | $15.76 | 75 | $19.27 |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 19 | $20.46 | 1 | $6.30 | 20 | $19.75 |
| 460401 | Building/Property Maintenance Manager | 19 | $20.46 | 1 | $6.30 | 20 | $19.75 |
| 5106 | DENTAL SERVICES | 81 | $21.15 | 33 | $15.36 | 114 | $19.47 |
| 510601 | Dental Assistant | 24 | $9.63 | 11 | $8.43 | 35 | $9.25 |
| 510602 | Dental Hygenist | 57 | $25.99 | 22 | $18.83 | 79 | $24.00 |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 270 | $16.69 | 57 | $14.02 | 327 | $16.23 |
| 510904 | Emergency Medical Technology/Technician | 87 | $17.06 | 23 | $11.16 | 110 | $15.83 |
| 510907 | Medical Radiologic Technology/Technician | 100 | $16.60 | 10 | $16.34 | 110 | $16.58 |
| 510908 | Respiratory Therapy Technician | 31 | $15.24 | 12 | $17.32 | 43 | $15.82 |
| 510909 | Surgical/Operating Room Technician | 34 | $13.93 | 9 | $13.01 | 43 | $13.74 |
| 510910 | Diagnostic Medical Sonography | 18 | $23.09 | 3 | $18.08 | 21 | $22.37 |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 271 | $16.98 | 37 | $9.18 | 308 | $16.04 |
| 520201 | Business Administration and Management, General | 189 | $16.96 | 24 | $9.70 | 213 | $16.14 |
| 520204 | Office Supervision and Management | 52 | $15.60 | 13 | $8.23 | 65 | $14.12 |
| 520205 | Operations Management and Supervision | 30 | $19.46 | 0 | $0.00 | 30 | $19.46 |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 337 | $11.69 | 61 | $8.58 | 398 | $11.21 |
| 520401 | Administrative Assistant/Secretarial Science, General | 137 | $11.62 | 21 | $9.27 | 158 | $11.31 |
| 520402 | Executive Assistant | 14 | $14.50 | 5 | $8.20 | 19 | $12.84 |
| 520403 | Legal Administrative Assistant/Secretary | 12 | $9.83 | 0 | $0.00 | 12 | $9.83 |
| 520404 | Medical Administrative Assistant/Secretary | 21 | $9.24 | 6 | $6.39 | 27 | $8.61 |
| 520407 | Information Processing/Data Entry Technician | 134 | $12.21 | 26 | $8.56 | 160 | $11.62 |
| 520408 | General Office/Clerical and Typing Services | 10 | $10.31 | 3 | $8.82 | 22 | $10.10 |
| | Associate Degree | 617 | $15.63 | 97 | $12.54 | 714 | $15.21 |
| | Advanced Certificate (30 hours or more) | 224 | $12.74 | 58 | $11.30 | 282 | $12.44 |
| | Basic Certificate (Less than 30 hours) | 325 | $16.77 | 74 | $14.23 | 399 | $16.30 |
| | REPORT TOTAL/AVERAGE | 1,166 | $15.39 | 229 | $12.77 | 1,395 | $14.96 |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-10

JOB SATISFACTION FOR EMPLOYED GRADUATES
WORKING IN POSITIONS RELATED AND UNRELATED TO THEIR COMMUNITY COLLEGE PROGRAMS

| CIP | PROGRAM | EMPLOYED GRADUATES WORKING IN A RELATED POSITION NUMBER | % SATISFIED | EMPLOYED GRADUATES WORKING IN AN UNRELATED POSITION NUMBER | %SATISFIED | EMPLOYED GRADUATES WORKING IN RELATED AND UNRELATED POSITIONS NUMBER | % SATISFIED |
|---|---|---|---|---|---|---|---|
| 1204 | COSMETIC SERVICES | 94 | 92.6% | 31 | 80.6% | 125 | 89.6% |
| 120403 | Cosmetologist | 64 | 95.3% | 14 | 78.6% | 78 | 92.3% |
| 120405 | Massage | 30 | 80.0% | 17 | 82.4% | 47 | 85.1% |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 57 | 84.2% | 14 | 50.0% | 72 | 77.5% |
| 120501 | Baker/Pastry Chef | 3 | 66.7% | 2 | 0.0% | 5 | 40.0% |
| 120503 | Culinary Arts/Chef Training | 37 | 86.5% | 4 | 50.0% | 42 | 82.9% |
| 120504 | Food and Beverage/Restaurant Operations Manager | 17 | 82.3% | 8 | 62.5% | 25 | 76.0% |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 15 | 100.0% | 0 | 0.0% | 15 | 100.0% |
| 150201 | Civil Engineering/Civil Technology/Technician | 15 | 100.0% | 0 | 0.0% | 15 | 100.0% |
| 4302 | FIRE PROTECTION | 90 | 87.8% | 16 | 62.5% | 106 | 84.0% |
| 430201 | Fire Protection and Safety Technology/Technician | 90 | 87.8% | 16 | 62.5% | 106 | 84.0% |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 19 | 73.7% | 11 | 80.0% | 30 | 75.9% |
| 460401 | Building/Property Maintenance Manager | 19 | 73.7% | 11 | 80.0% | 30 | 75.9% |
| 5106 | DENTAL SERVICES | 111 | 89.1% | 15 | 66.7% | 126 | 86.5% |
| 510601 | Dental Assistant | 30 | 96.7% | 7 | 85.7% | 37 | 74.6% |
| 510602 | Dental Hygenist | 81 | 86.4% | 8 | 50.0% | 89 | 83.1% |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 338 | 89.3% | 60 | 78.7% | 401 | 87.4% |
| 510904 | Emergency Medical Technology/Technician | 93 | 83.9% | 48 | 75.0% | 144 | 80.9% |
| 510907 | Medical Radiologic Technology/Technician | 130 | 92.3% | 6 | 83.3% | 136 | 91.9% |
| 510908 | Respiratory Therapy Technician | 46 | 95.7% | 2 | 100.0% | 48 | 95.8% |
| 510909 | Surgical/Operating Room Technician | 45 | 82.2% | 4 | 75.0% | 49 | 81.6% |
| 510910 | Diagnostic Medical Sonography | 24 | 95.8% | 0 | 0.0% | 24 | 95.8% |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 272 | 87.5% | 111 | 74.8% | 384 | 83.8% |
| 520201 | Business Administration and Management, General | 194 | 86.1% | 68 | 73.5% | 263 | 82.8% |
| 520204 | Office Supervision and Management | 48 | 95.8% | 34 | 82.4% | 82 | 90.2% |
| 520205 | Operations Management and Supervision | 30 | 83.3% | 9 | 55.6% | 39 | 76.9% |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 348 | 81.9% | 130 | 74.4% | 482 | 79.9% |
| 520401 | Administrative Assistant/Secretarial Science, General | 150 | 85.3% | 33 | 66.7% | 183 | 82.0% |
| 520402 | Executive Assistant | 26 | 80.8% | 4 | 100.0% | 30 | 83.3% |
| 520403 | Legal Administrative Assistant/Secretary | 8 | 75.0% | 6 | 100.0% | 14 | 84.6% |
| 520404 | Medical Adminstrative Assistant/Secretary | 17 | 82.4% | 14 | 78.6% | 32 | 80.6% |
| 520407 | Information Processing/Data Entry Technician | 128 | 78.1% | 63 | 73.0% | 194 | 76.4% |
| 520408 | General Office/Clerical and Typing Services | 19 | 84.2% | 10 | 80.0% | 29 | 82.8% |
| | Associate Degree | 716 | 87.3% | 137 | 75.9% | 856 | 85.5% |
| | Advanced Certificate (30 hours or more) | 273 | 86.8% | 85 | 75.3% | 360 | 84.1% |
| | Basic Certificate (Less than 30 hours) | 355 | 85.9% | 164 | 71.3% | 525 | 81.3% |
| | REPORT TOTAL/AVERAGE | 1,344 | 86.8% | 386 | 73.8% | 1,730 | 83.9% |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-11

GRADUATE PERCENT SATISFACTION WITH MAJOR PROGRAM COMPONENTS
FOR SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | COURSE CONTENT | LECTURE/LAB EXPERIENCE | EQUIPMENT FACILITIES MATERIALS | JOB PREPARATION | PREPARATION FOR FURTHER EDUCATION | LABOR MARKET EMPLOYMENT INFORMATION | OVERALL AVERAGE |
|---|---|---|---|---|---|---|---|---|
| 1204 | COSMETIC SERVICES | 87.3% | 85.4% | 77.1% | 78.3% | 76.3% | 72.3% | 80.3% |
| 120403 | Cosmetologist | 86.4% | 81.4% | 79.4% | 77.6% | 72.7% | 71.3% | 78.4% |
| 120405 | Massage | 89.1% | 92.7% | 72.7% | 79.6% | 81.5% | 74.0% | 83.6% |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 94.3% | 92.2% | 81.7% | 79.4% | 83.3% | 78.1% | 85.6% |
| 120501 | Baker/Pastry Chef | 90.0% | 80.0% | 80.0% | 77.8% | 77.8% | 57.1% | 77.8% |
| 120503 | Culinary Arts/Chef Training | 93.9% | 95.4% | 78.8% | 77.3% | 83.3% | 78.1% | 85.6% |
| 120504 | Food and Beverage/Restaurant Operations Manager | 96.6% | 89.3% | 89.3% | 85.2% | 85.2% | 84.0% | 88.2% |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 71.4% | 76.2% | 52.4% | 81.0% | 57.1% | 95.2% | 72.2% |
| 150201 | Civil Engineering/Civil Technology/Technician | 71.4% | 76.2% | 52.4% | 81.0% | 57.1% | 95.2% | 72.2% |
| 4302 | FIRE PROTECTION | 99.1% | 98.1% | 96.2% | 95.2% | 97.0% | 90.1% | 96.1% |
| 430201 | Fire Protection and Safety Technology/Technician | 99.1% | 98.1% | 96.2% | 95.2% | 97.0% | 90.1% | 96.1% |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 86.8% | 78.4% | 78.9% | 81.1% | 75.7% | 51.6% | 76.1% |
| 460401 | Building/Property Maintenance Manager | 86.8% | 78.4% | 78.9% | 81.1% | 75.7% | 51.6% | 76.1% |
| 5106 | DENTAL SERVICES | 91.9% | 89.0% | 85.5% | 86.7% | 86.4% | 84.5% | 87.4% |
| 510601 | Dental Assistant | 93.3% | 91.5% | 94.9% | 90.4% | 90.7% | 88.0% | 91.6% |
| 510602 | Dental Hygenist | 91.2% | 87.6% | 80.5% | 85.0% | 84.3% | 82.9% | 85.2% |
| 5109 | HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICES | 97.1% | 94.0% | 90.4% | 93.7% | 91.9% | 89.0% | 92.7% |
| 510904 | Emergency Medical Technology/Technician | 98.2% | 95.1% | 92.6% | 93.1% | 91.0% | 80.1% | 92.0% |
| 510907 | Medical Radiologic Technology/Technician | 97.9% | 96.5% | 94.4% | 97.9% | 95.7% | 97.0% | 96.6% |
| 510908 | Respiratory Therapy Technician | 96.7% | 96.5% | 89.5% | 94.6% | 90.9% | 90.4% | 93.2% |
| 510909 | Surgical/Operating Room Technician | 91.5% | 84.7% | 78.0% | 83.1% | 83.9% | 86.1% | 84.6% |
| 510910 | Diagnostic Medical Sonography | 100.0% | 88.0% | 84.0% | 96.0% | 95.7% | 100.0% | 93.9% |
| 5202 | BUSINESS ADMINISTRATION AND MANAGEMANT | 95.4% | 92.7% | 94.0% | 88.4% | 89.8% | 80.0% | 90.3% |
| 520201 | Business Administration and Management, General | 95.3% | 93.3% | 94.3% | 89.7% | 91.6% | 77.0% | 90.6% |
| 520204 | Office Supervision and Management | 94.9% | 88.5% | 91.8% | 83.7% | 89.7% | 88.8% | 89.6% |
| 520205 | Operations Management and Supervision | 97.6% | 97.6% | 97.4% | 89.7% | 77.5% | 77.4% | 90.1% |
| 5204 | ADMINISTRATIVE AND SECRETARIAL SERVICES | 97.1% | 93.9% | 94.3% | 84.9% | 88.0% | 76.7% | 89.4% |
| 520401 | Administrative Assistant/Secretarial Science, General | 97.5% | 94.5% | 93.1% | 89.9% | 87.4% | 81.8% | 90.9% |
| 520402 | Executive Assistant | 100.0% | 93.9% | 97.0% | 86.2% | 93.5% | 90.0% | 93.7% |
| 520403 | Legal Administrative Assistant/Secretary | 87.5% | 93.8% | 93.8% | 86.7% | 93.8% | 73.3% | 88.3% |
| 520404 | Medical Adminstrative Assistant/Secretary | 97.5% | 90.0% | 97.5% | 87.2% | 94.9% | 76.3% | 90.7% |
| 520407 | Information Processing/Data Entry Technician | 97.2% | 93.6% | 94.4% | 79.7% | 86.0% | 69.8% | 87.0% |
| 520408 | General Office/Clerical and Typing Services | 94.6% | 97.3% | 94.6% | 86.2% | 90.9% | 87.5% | 92.4% |
| | Associate Degree | 95.5% | 92.8% | 90.9% | 88.1% | 88.9% | 82.7% | 89.9% |
| | Advanced Certificate (30 hours or more) | 91.7% | 88.6% | 85.6% | 84.4% | 85.1% | 78.1% | 85.7% |
| | Basic Certificate (Less than 30 hours) | 96.9% | 94.1% | 92.2% | 88.4% | 88.8% | 80.3% | 90.4% |
| | REPORT AVERAGE | 95.1% | 92.3% | 90.1% | 87.4% | 88.0% | 81.0% | 89.1% |

*Correctional & deceased students are not included in these totals

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-12

GRADUATE PERCENT SATISFACTION WITH SERVICES AND NUMBER OF RESPONDENTS
FOR SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | FINANCIAL AID | ACADEMIC ADVISING | CAREER PLANNING | TRANSFER PLANNING | COUNSEL-ING | TUTORING | LIBRARY AUDIO VIS | STUDENT ACTIVITY | OVERALL AVERAGE |
|---|---|---|---|---|---|---|---|---|---|---|
| 1204 | COSMETIC SERVICES | 90.6% | 80.5% | 84.3% | 84.4% | 73.3% | 88.2% | 95.6% | 88.2% | 86.3% |
| | | (96) | (82) | (70) | (32) | (60) | (34) | (90) | (68) | (532) |
| 120403 | Cosmetologist | 91.0% | 80.0% | 84.0% | 91.3% | 67.4% | 87.5% | 96.7% | 87.5% | 86.1% |
| | | (78) | (60) | (50) | (23) | (43) | (24) | (61) | (56) | (395) |
| 120405 | Massage | 88.9% | 81.8% | 85.0% | 66.7% | 88.2% | 90.0% | 93.1% | 91.6% | 86.9% |
| | | (18) | (22) | (20) | (9) | (17) | (10) | (29) | (12) | (137) |
| 1205 | CULINARY ARTS AND RELATED SERVICES | 86.0% | 87.3% | 69.5% | 73.0% | 79.6% | 91.2% | 87.5% | 76.2% | 81.6% |
| | | (57) | (63) | (59) | (37) | (54) | (34) | (72) | (42) | (418) |
| 120501 | Baker/Pastry Chef | 100.0% | 100.0% | 50.0% | --- | 100.0% | 0.0% | 100.0% | 100.0% | 84.6% |
| | | (1) | (4) | (2) | (0) | (2) | (1) | (2) | (1) | (13) |
| 120503 | Culinary Arts/Chef Training | 87.8% | 87.8% | 65.9% | 75.9% | 80.0% | 95.7% | 87.2% | 75.0% | 81.7% |
| | | (41) | (41) | (41) | (29) | (40) | (23) | (47) | (28) | (290) |
| 120504 | Food and Beverage/Restaurant Operations Manager | 80.0 % | 83.3% | 81.3% | 62.5% | 75.0% | 90.0% | 87.0% | 76.9% | 80.8% |
| | | (15) | (18) | (16) | (8) | (12) | (10) | (23) | (13) | (115) |
| 1502 | CIVIL ENGINEERING, CIVIL TECHNOLOGY/TECHNICIAN | 50.0% | 55.6% | 52.9% | 0.0% | 55.6% | 66.7% | 60.0% | 57.1% | 53.6% |
| | | (10) | (18) | (17) | (8) | (18) | (6) | (15) | (14) | (110) |
| 150201 | Civil Engineering/Civil Technology/Technician | 50.0% | 55.6% | 52.9% | 0.0% | 55.6% | 66.7% | 60.0% | 57.1% | 53.6% |
| | | (10) | (18) | (17) | (8) | (18) | (6) | (15) | (14) | (110) |
| 4302 | FIRE PROTECTION | 82.6% | 81.5% | 76.3% | 88.9% | 83.1% | 81.0% | 92.9% | 93.1% | 85.0% |
| | | (23) | (65) | (38) | (36) | (59) | (21) | (56) | (29) | (327) |
| 430201 | Fire Protection and Safety Technology/Technician | 82.6% | 81.5% | 76.3% | 88.9% | 83.1% | 81.0% | 92.9% | 93.1% | 85.0% |
| | | (23) | (65) | (38) | (36) | (59) | (21) | (56) | (29) | (327) |
| 4604 | CONSTRUCTION AND BUILDING FINISHERS AND MANAGERS | 33.0% | 76.9% | 62.5% | 75.0% | 70.0% | 80.0% | 82.4% | 66.6% | 71.0% |
| | | (6) | (13) | (8) | (4) | (10) | (5) | (17) | (6) | (69) |
| 460401 | Building/Property Maintenance Manager | 33.0% | 76.9% | 62.5% | 75.0% | 70.0% | 80.0% | 82.4% | 66.6% | 71.0% |
| | | (6) | (13) | (8) | (4) | (10) | (5) | (17) | (6) | (69) |

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Illinois Community College Board

Table B-12
(Continued)
GRADUATE PERCENT SATISFACTION WITH SERVICES AND NUMBER OF RESPONDENTS
FOR SELECTED OCCUPATIONAL PROGRAMS

| PROGRAM | FINANCIAL AID | ACADEMIC ADVISING | CAREER PLANNING | TRANSFER PLANNING | COUNSEL-ING | TUTORING | LIBRARY AUDIO VIS | STUDENT ACTIVITY | OVERALL AVERAGE |
|---|---|---|---|---|---|---|---|---|---|
| DENTAL SERVICES | 71.9% | 85.5% | 84.9% | 83.0% | 78.6% | 81.1% | 87.6% | 85.6% | 82.4% |
| | (121) | (110) | (86) | (53) | (70) | (53) | (137) | (90) | (720) |
| Dental Assistant | 79.5% | 85.1% | 96.8% | 88.9% | 89.3% | 83.3% | 97.8% | 97.6% | 90.1% |
| | (44) | (47) | (31) | (18) | (28) | (18) | (45) | (41) | (272) |
| Dental Hygenist | 67.5% | 85.7% | 78.2% | 80.0% | 71.4% | 80.0% | 82.6% | 75.5% | 77.7% |
| | (77) | (63) | (55) | (35) | (42) | (35) | (92) | (49) | (448) |
| HEALTH AND MEDICAL DIAGNOSTIC AND TREATMENT SERVICE | 79.0% | 81.3% | 86.3% | 88.4% | 79.7% | 88.2% | 96.8% | 89.2% | 86.0% |
| | (195) | (224) | (175) | (95) | (172) | (93) | (252) | (111) | (1,317) |
| Emergency Medical Technology/Technician | 75.7% | 83.3% | 85.7% | 92.3% | 85.4% | 92.3% | 98.0% | 92.0% | 87.8% |
| | (37) | (43) | (35) | (26) | (41) | (26) | (49) | (25) | (287) |
| Medical Radiologic Technology/Technician | 75.3% | 86.2% | 93.5% | 93.3% | 84.7% | 90.0% | 98.2% | 83.7% | 88.1% |
| | (85) | (94) | (77) | (30) | (72) | (30) | (109) | (43) | (540) |
| Respiratory Therapy Technician | 80.0% | 82.9% | 76.7% | 72.2% | 76.0% | 85.7% | 100.0% | 87.5% | 83.7% |
| | (35) | (35) | (30) | (18) | (25) | (21) | (39) | (24) | (227) |
| Surgical/Operating Room Technician | 86.7% | 63.2% | 75.0% | 89.5% | 65.5% | 80.0% | 92.5% | 100.0% | 79.7% |
| | (30) | (38) | (28) | (19) | (29) | (15) | (40) | (13) | (212) |
| Diagnostic Medical Sonography | 100.0% | 88.9% | 100.0% | 100.0% | 60.0% | 100.0% | 86.7% | 100.0% | 90.2% |
| | (8) | (9) | (5) | (2) | (5) | (1) | (15) | (6) | (51) |
| BUSINESS ADMINISTRATION AND MANAGEMENT | 86.6% | 84.1% | 81.2% | 83.0% | 84.7% | 84.7% | 94.9% | 92.9% | 86.7% |
| | (186) | (346) | (213) | (171) | (288) | (137) | (336) | (127) | (1,804) |
| Business Administration and Management, General | 84.0% | 85.3% | 82.8% | 87.9% | 85.7% | 86.1% | 95.9% | 93.8% | 86.9% |
| | (131) | (252) | (151) | (124) | (196) | (101) | (245) | (96) | (1,296) |
| Office Supervision and Management | 93.7% | 84.6% | 79.2% | 74.2% | 82.1% | 76.9% | 90.2% | 85.0% | 84.0% |
| | (46) | (65) | (48) | (31) | (78) | (26) | (61) | (20) | (375) |
| Operations Management and Supervision | 88.9% | 72.4% | 71.4% | 57.1% | 85.7% | 90.0% | 96.7% | 100.0% | 82.1% |
| | (9) | (29) | (14) | (14) | (14) | (10) | (30) | (11) | (131) |
| ADMINISTRATIVE AND SECRETARIAL SERVICES | 89.3% | 83.9% | 77.4% | 73.8% | 80.9% | 86.3% | 94.6% | 91.2% | 85.3% |
| | (299) | (440) | (318) | (145) | (330) | (205) | (392) | (205)' | (2,334) |
| Administrative Assistant/Secretarial Science, General | 89.3% | 88.3% | 84.4% | 76.8% | 84.9% | 81.3% | 96.2% | 93.1% | 87.8% |
| | (103) | (171) | (122) | (56) | (119) | (80) | (156) | (72) | (879) |

OF DATA ICCB Occupational Follow-Up Study - Fiscal Year 2002

Table B-12
(Continued)
GRADUATE PERCENT SATISFACTION WITH SERVICES AND NUMBER OF RESPONDENTS
FOR SELECTED OCCUPATIONAL PROGRAMS

| CIP | PROGRAM | FINANCIAL AID | ACADEMIC ADVISING | CAREER PLANNING | TRANSFER PLANNING | COUNSEL-ING | TUTORING | LIBRARY AUDIO VIS | STUDENT ACTIVITY | OVERALL AVERAGE |
|---|---|---|---|---|---|---|---|---|---|---|
| | | (16) | (19) | (18) | (7) | (18) | (7) | (20) | (10) | (115) |
| 520403 | Legal Administrative Assistant/Secretary | 100.0% | 90.9% | 91.7% | 50.0% | 90.9% | 100.0% | 100.0% | 100.0% | 93.0% |
| | | (8) | (11) | (12) | (4) | (11) | (4) | (13) | (7) | (71) |
| 520404 | Medical Adminstrative Assistant/Secretary | 92.0% | 85.3% | 77.3% | 83.3% | 81.8% | 88.9% | 96.6% | 100.0% | 88.2% |
| | | (25) | (34) | (22) | (6) | (22) | (9) | (29) | (14) | (161) |
| 520407 | Information Processing/Data Entry Technician | 87.1% | 78.9% | 69.1% | 73.4% | 76.8% | 90.2% | 92.9% | 90.7% | 84.2% |
| | | (124) | (175) | (123) | (64) | (138) | (92) | (154) | (86) | (855) |
| 520408 | General Office/Clerical and Typing Services | 91.3% | 86.7% | 76.2% | 50.0% | 81.8% | 76.9% | 90.0% | 75.0% | 84.2% |
| | | (23) | (30) | (21) | (8) | (22) | (13) | (20) | (16) | (153) |
| | Associate Degree | 79.7% | 82.8% | 80.5% | 77.5% | 80.5% | 85.2% | 93.1% | 86.8% | 83.8% |
| | | (498) | (703) | (517) | (293) | (532) | (284) | (725) | (355) | (3,907) |
| | Advanced Certificate (30 hours or more) | 88.0% | 82.3% | 80.0% | 81.1% | 78.6% | 84.6% | 94.1% | 90.0% | 85.3% |
| | | (276) | (303) | (240) | (127) | (224) | (143) | (303) | (198) | (1,814) |
| | Basic Certificate (Less than 30 hours) | 87.2% | 84.2% | 78.4% | 84.5% | 82.9% | 87.6% | 93.8% | 90.6% | 86.1% |
| | | (219) | (355) | (227) | (161) | (304) | (161) | (339) | (139) | (1,905) |
| | REPORT AVERAGE | 83.7% | 83.0% | 80.0% | 80.2% | 80.8% | 85.7% | 93.5% | 88.4% | 84.7% |
| | | (993) | (1,361) | (984) | (581) | (1,060) | (588) | (1,367) | (692) | (7,626) |

SOURCE OF DATA: ICCB Occupational Follow-Up Study - Fiscal Year 2002

Appendix C

# COLLEGE-LEVEL OCCUPATIONAL FOLLOW-UP STUDY TABLES FOR SELECTED OCCUPATIONAL PROGRAMS BY CLASSIFICATION OF INSTRUCTIONAL PROGRAM CODE

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|
| **120403 - Cosmetologist** | | | | | | | |
| 50101 Kaskaskia | 23 | 15 | 65.2 | 76.5 | 76.5 | 17.6 | 7.1 |
| 50804 Truman | 116 | 25 | 21.6 | 87.5 | 81.3 | 18.8 | 7.1 |
| 51701 Lake Land | 14 | 14 | 100.0 | 100.0 | 100.0 | 21.4 | 0.0 |
| 51801 Sandburg | 18 | 8 | 44.4 | 87.5 | 87.5 | 12.5 | 0.0 |
| 51901 Highland | 14 | 6 | 42.9 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52201 Southwestern | 8 | 4 | 50.0 | 75.0 | 50.0 | 50.0 | 33.3 |
| 52902 Olney Central | 7 | 7 | 100.0 | 85.7 | 71.4 | 42.9 | 0.0 |
| 53001 Logan | 23 | 18 | 78.3 | 100.0 | 77.8 | 22.2 | 0.0 |
| 53101 Shawnee | 5 | 2 | 40.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53301 Southeastern | 16 | 5 | 31.3 | 80.0 | 80.0 | 0.0 | 0.0 |
| Totals | 244 | 104 | 42.6 | 89.6 | 82.5 | 19.8 | 3.6 |
| **120405 - Massage** | | | | | | | |
| 50201 DuPage | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51301 Illinois Valley | 21 | 11 | 52.4 | 90.9 | 81.8 | 27.3 | 10.0 |
| 51601 Waubonsee | 19 | 13 | 68.4 | 92.3 | 92.3 | 7.7 | 0.0 |
| 52201 Southwestern | 32 | 14 | 43.8 | 85.7 | 85.7 | 14.3 | 7.7 |
| 52301 Kishwaukee | 17 | 11 | 64.7 | 70.0 | 72.7 | 0.0 | 20.0 |
| 52701 Morton | 11 | 7 | 63.6 | 100.0 | 85.7 | 14.3 | 14.3 |
| Totals | 102 | 57 | 55.9 | 87.5 | 84.2 | 12.5 | 9.4 |
| **120501 - Baker/Pastry Chef** | | | | | | | |
| 50201 DuPage | 6 | 4 | 66.7 | 50.0 | 25.0 | 25.0 | 50.0 |
| 50801 Kennedy-King | 11 | 3 | 27.3 | 66.7 | 66.7 | 0.0 | 0.0 |
| 50901 Elgin | 3 | 2 | 66.7 | 100.0 | 100.0 | 50.0 | 0.0 |
| 51201 Harper | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 21 | 10 | 47.6 | 70.0 | 60.0 | 20.0 | 14.3 |
| **120503 - Culinary Arts/Chef Training** | | | | | | | |
| 50201 DuPage | 10 | 4 | 40.0 | 100.0 | 100.0 | 25.0 | 0.0 |
| 50401 Triton | 9 | 5 | 55.6 | 80.0 | 60.0 | 20.0 | 25.0 |
| 50801 Kennedy-King | 47 | 29 | 61.7 | 57.1 | 47.6 | 9.5 | 44.4 |
| 50901 Elgin | 16 | 7 | 43.8 | 100.0 | 100.0 | 14.3 | 0.0 |
| 51301 Illinois Valley | 1 | 0 | 0.0 | --- | --- | --- | --- |
| 51401 Illinois Central | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52101 Rend Lake | 6 | 3 | 50.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 52201 Southwestern | 3 | 1 | 33.3 | 100.0 | 100.0 | 100.0 | 0.0 |
| 52501 Joliet | 26 | 13 | 50.0 | 81.8 | 81.8 | 7.7 | 10.0 |
| 52901 Lincoln Trail | 3 | 2 | 66.7 | 50.0 | 50.0 | 0.0 | 0.0 |
| 53901 Wood | 2 | 1 | 50.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| Totals | 124 | 66 | 53.2 | 76.8 | 71.4 | 15.5 | 20.0 |

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|---|
| **120504 - Food and Beverage/Restaurant Operations Manager** | | | | | | | | |
| 50201 | DuPage | 9 | 4 | 44.4 | 100.0 | 100.0 | 25.0 | 0.0 |
| 50301 | Black Hawk | 1 | 1 | 100.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 50401 | Triton | 4 | 1 | 25.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50901 | Elgin | 1 | 0 | 0.0 | --- | --- | --- | --- |
| 51201 | Harper | 4 | 3 | 75.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 52201 | Southwestern | 6 | 4 | 66.7 | 75.0 | 75.0 | 25.0 | 25.0 |
| 52401 | Moraine Valley | 14 | 8 | 57.1 | 100.0 | 100.0 | 12.5 | 0.0 |
| 52501 | Joliet | 3 | 2 | 66.7 | 50.0 | 50.0 | 0.0 | 0.0 |
| 53201 | Lake County | 3 | 2 | 66.7 | 50.0 | 50.0 | 50.0 | 0.0 |
| 53501 | Oakton | 5 | 0 | 0.0 | --- | --- | --- | --- |
| 53601 | Lewis & Clark | 2 | 2 | 100.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 53701 | Richland | 2 | 1 | 50.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 53901 | Wood | 3 | 1 | 33.3 | 100.0 | 100.0 | 0.0 | 0.0 |
| | Totals | 57 | 29 | 50.9 | 89.7 | 89.7 | 27.6 | 3.7 |
| **150201 - Civil Engineering/Civil Technology/Technician** | | | | | | | | |
| 51701 | Lake Land | 21 | 21 | 100.0 | 81.0 | 76.2 | 4.8 | 15.8 |
| | Totals | 21 | 21 | 100.0 | 81.0 | 76.2 | 4.8 | 15.8 |
| **430201 - Fire Protection and Safety Technology/Technician** | | | | | | | | |
| 50201 | DuPage | 25 | 15 | 60.0 | 100.0 | 100.0 | 20.0 | 0.0 |
| 50401 | Triton | 8 | 2 | 25.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50501 | Parkland | 7 | 3 | 42.9 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50802 | Washington | 45 | 22 | 48.9 | 100.0 | 100.0 | 38.1 | 0.0 |
| 50901 | Elgin | 8 | 5 | 62.5 | 100.0 | 100.0 | 20.0 | 0.0 |
| 51001 | South Suburban | 17 | 13 | 76.5 | 100.0 | 100.0 | 53.8 | 0.0 |
| 51101 | Rock Valley | 2 | 1 | 50.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 51201 | Harper | 6 | 5 | 83.3 | 100.0 | 100.0 | 20.0 | 0.0 |
| 51401 | Illinois Central | 17 | 9 | 52.9 | 100.0 | 100.0 | 22.2 | 0.0 |
| 51501 | Prairie State | 2 | 0 | 0.0 | --- | --- | --- | --- |
| 51601 | Waubonsee | 4 | 4 | 100.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 51801 | Sandburg | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52201 | Southwestern | 3 | 2 | 66.7 | 100.0 | 100.0 | 50.0 | 0.0 |
| 52301 | Kishwaukee | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52401 | Moraine Valley | 8 | 6 | 75.0 | 100.0 | 100.0 | 28.6 | 0.0 |
| 52501 | Joliet | 6 | 3 | 50.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 52601 | Lincoln Land | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53001 | Logan | 1 | 0 | 0.0 | --- | --- | --- | --- |
| 53201 | Lake County | 3 | 2 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53501 | Oakton | 6 | 3 | 50.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 53601 | Lewis & Clark | 8 | 6 | 75.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 53701 | Richland | 2 | 2 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53901 | Wood | 6 | 5 | 83.3 | 80.0 | 80.0 | 20.0 | 0.0 |
| | Totals | 189 | 111 | 58.7 | 99.1 | 99.1 | 33.3 | 0.0 |



SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|
| **460401 - Building/Property Maintenance** | | | | | | | |
| 50201 DuPage | 9 | 7 | 77.8 | 85.7 | 85.7 | 28.6 | 14.3 |
| 50601 Sauk Valley | 3 | 2 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50802 Washington | 40 | 21 | 52.5 | 77.3 | 77.3 | 0.0 | 15.0 |
| 50806 Daley | 1 | 0 | 0.0 | — | — | — | --- |
| 51701 Lake Land | 7 | 7 | 100.0 | 85.7 | 85.7 | 0.0 | 14.3 |
| 53501 Oakton | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 62 | 38 | 61.3 | 82.1 | 82.1 | 5.1 | 13.5 |
| **510601 - Dental Assistant** | | | | | | | |
| 50101 Kaskaskia | 13 | 11 | 84.6 | 100.0 | 91.7 | 41.7 | 0.0 |
| 50301 Black Hawk | 4 | 3 | 75.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 50501 Parkland | 7 | 5 | 71.4 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50807 Wright | 10 | 5 | 50.0 | 80.0 | 80.0 | 40.0 | 20.0 |
| 50901 Elgin | 9 | 6 | 66.7 | 100.0 | 83.3 | 83.3 | 0.0 |
| 51301 Illinois Valley | 5 | 3 | 60.0 | 100.0 | 66.7 | 33.3 | 33.3 |
| 53001 Logan | 16 | 12 | 75.0 | 75.0 | 44.4 | 63.6 | 0.0 |
| 53601 Lewis & Clark | 16 | 16 | 100.0 | 75.0 | 43.8 | 56.3 | 0.0 |
| Totals | 80 | 61 | 76.3 | 87.9 | 69.5 | 49.2 | 4.7 |
| **510602 - Dental Hygienist** | | | | | | | |
| 50501 Parkland | 28 | 15 | 53.6 | 100.0 | 100.0 | 6.7 | 0.0 |
| 50801 Kennedy-King | 21 | 10 | 47.6 | 100.0 | 100.0 | 40.0 | 0.0 |
| 51201 Harper | 30 | 23 | 76.7 | 100.0 | 100.0 | 13.0 | 0.0 |
| 51401 Illinois Central | 20 | 10 | 50.0 | 100.0 | 100.0 | 20.0 | 0.0 |
| 51501 Prairie State | 31 | 21 | 67.7 | 100.0 | 100.0 | 14.3 | 0.0 |
| 51701 Lake Land | 16 | 16 | 100.0 | 60.0 | 53.3 | 12.5 | 42.9 |
| 53601 Lewis & Clark | 19 | 19 | 100.0 | 63.2 | 52.6 | 42.1 | 9.1 |
| Totals | 165 | 114 | 69.1 | 88.0 | 85.2 | 19.3 | 7.1 |
| **510904 - Emergency Medical Technology/Technician** | | | | | | | |
| 50201 DuPage | 128 | 49 | 38.3 | 98.0 | 83.7 | 38.8 | 0.0 |
| 50601 Sauk Valley | 11 | 4 | 36.4 | 100.0 | 100.0 | 25.0 | 0.0 |
| 50803 Malcolm X | 119 | 54 | 45.4 | 90.6 | 88.7 | 28.3 | 7.8 |
| 50807 Wright | 86 | 25 | 29.1 | 95.8 | 96.0 | 37.5 | 0.0 |
| 50901 Elgin | 23 | 12 | 52.2 | 100.0 | 83.3 | 50.0 | 0.0 |
| 51001 South Suburban | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51401 Illinois Central | 1 | 0 | 0.0 | — | — | — | --- |
| 52001 Kankakee | 6 | 4 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52201 Southwestern | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52904 Frontier | 6 | 5 | 83.3 | 100.0 | 100.0 | 20.0 | 0.0 |
| 53201 Lake County | 14 | 6 | 42.9 | 100.0 | 100.0 | 83.3 | 0.0 |
| 53301 Southeastern | 3 | 2 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53501 Oakton | 3 | 1 | 33.3 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 402 | 164 | 40.8 | 95.7 | 89.6 | 34.6 | 2.7 |



SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|
| **510907 - Medical Radiologic Technology/Technician** | | | | | | | |
| 50101 Kaskaskia | 15 | 13 | 86.7 | 100.0 | 100.0 | 14.3 | 0.0 |
| 50201 DuPage | 20 | 10 | 50.0 | 100.0 | 100.0 | 20.0 | 0.0 |
| 50301 Black Hawk | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50401 Triton | 14 | 6 | 42.9 | 100.0 | 100.0 | 16.7 | 0.0 |
| 50501 Parkland | 10 | 7 | 70.0 | 100.0 | 100.0 | 14.3 | 0.0 |
| 50601 Sauk Valley | 13 | 4 | 30.8 | 100.0 | 100.0 | 25.0 | 0.0 |
| 50803 Malcolm X | 3 | 3 | 100.0 | — | — | — | — |
| 50807 Wright | 18 | 10 | 55.6 | 100.0 | 100.0 | 12.5 | 0.0 |
| 51001 South Suburban | 21 | 11 | 52.4 | 100.0 | 100.0 | 27.3 | 0.0 |
| 51401 Illinois Central | 15 | 14 | 93.3 | 100.0 | 100.0 | 7.1 | 0.0 |
| 51801 Sandburg | 19 | 9 | 47.4 | 100.0 | 100.0 | 55.6 | 0.0 |
| 52001 Kankakee | 20 | 12 | 60.0 | 100.0 | 91.7 | 16.7 | 0.0 |
| 52201 Southwestern | 26 | 14 | 53.8 | 100.0 | 100.0 | 21.4 | 0.0 |
| 52301 Kishwaukee | 12 | 3 | 25.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52401 Moraine Valley | 23 | 9 | 39.1 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52601 Lincoln Land | 18 | 7 | 38.9 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52902 Olney Central | 11 | 11 | 100.0 | 90.9 | 90.9 | 18.2 | 0.0 |
| 53201 Lake County | 10 | 4 | 40.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 269 | 148 | 55.0 | 99.3 | 98.6 | 16.7 | 0.0 |
| **510908 - Respiratory Therapy Technician** | | | | | | | |
| 50101 Kaskaskia | 7 | 7 | 100.0 | 85.7 | 85.7 | 28.6 | 0.0 |
| 50201 DuPage | 8 | 5 | 62.5 | 100.0 | 100.0 | 20.0 | 0.0 |
| 50401 Triton | 11 | 2 | 18.2 | 100.0 | 100.0 | 50.0 | 0.0 |
| 50501 Parkland | 10 | 5 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50805 Olive-Harvey | 25 | 15 | 60.0 | 100.0 | 88.9 | 11.1 | 0.0 |
| 51101 Rock Valley | 10 | 4 | 40.0 | 75.0 | 75.0 | 25.0 | 0.0 |
| 51401 Illinois Central | 7 | 1 | 14.3 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51601 Waubonsee | 4 | 3 | 75.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52001 Kankakee | 7 | 4 | 57.1 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52201 Southwestern | 8 | 5 | 62.5 | 60.0 | 60.0 | 0.0 | 0.0 |
| 52401 Moraine Valley | 11 | 4 | 36.4 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52601 Lincoln Land | 7 | 5 | 71.4 | 100.0 | 100.0 | 40.0 | 0.0 |
| Totals | 115 | 60 | 52.2 | 92.6 | 90.7 | 14.8 | 0.0 |
| **510909 - Surgical/Operating Room Technician** | | | | | | | |
| 50201 DuPage | 16 | 7 | 43.8 | 100.0 | 85.7 | 14.3 | 0.0 |
| 50401 Triton | 26 | 10 | 38.5 | 100.0 | 100.0 | 20.0 | 0.0 |
| 50803 Malcolm X | 8 | 8 | 100.0 | — | — | — | — |
| 50901 Elgin | 16 | 9 | 56.3 | 77.8 | 66.7 | 11.1 | 25.0 |
| 51101 Rock Valley | 9 | 4 | 44.4 | 100.0 | 100.0 | 50.0 | 0.0 |
| 51401 Illinois Central | 13 | 6 | 46.2 | 100.0 | 100.0 | 50.0 | 0.0 |
| 52101 Rend Lake | 3 | 2 | 66.7 | 100.0 | 100.0 | 50.0 | 0.0 |
| 53001 Logan | 5 | 2 | 40.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53101 Shawnee | 2 | 1 | 50.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 53301 Southeastern | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53701 Richland | 17 | 11 | 64.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| | 116 | 61 | 52.6 | 96.2 | 92.5 | 20.8 | 3.9 |

SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|
| **510910 - Diagnostic Medical Sonography** | | | | | | | |
| 50101 Kaskaskia | 1 | 0 | 0.0 | — | — | — | — |
| 50201 DuPage | 5 | 2 | 40.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 50401 Triton | 34 | 13 | 38.2 | 92.3 | 92.3 | 0.0 | 0.0 |
| 51001 South Suburban | 11 | 6 | 54.5 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51801 Sandburg | 9 | 4 | 44.4 | 100.0 | 100.0 | 25.0 | 0.0 |
| Totals | 60 | 25 | 41.7 | 96.0 | 96.0 | 8.0 | 0.0 |
| **520201 - Business Administration and Management, General** | | | | | | | |
| 50101 Kaskaskia | 21 | 14 | 66.7 | 86.7 | 80.0 | 13.3 | 0.0 |
| 50201 DuPage | 165 | 97 | 58.8 | 97.9 | 89.7 | 57.7 | 5.4 |
| 50301 Black Hawk | 7 | 4 | 57.1 | 100.0 | 100.0 | 75.0 | 0.0 |
| 50401 Triton | 24 | 12 | 50.0 | 100.0 | 91.7 | 33.3 | 8.3 |
| 50501 Parkland | 18 | 13 | 72.2 | 84.6 | 76.9 | 15.4 | 9.1 |
| 50601 Sauk Valley | 9 | 6 | 66.7 | 100.0 | 83.3 | 50.0 | 0.0 |
| 50804 Truman | 2 | 0 | 0.0 | — | — | — | — |
| 50805 Olive-Harvey | 1 | 1 | 100.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 50806 Daley | 6 | 2 | 33.3 | 100.0 | 100.0 | 100.0 | 0.0 |
| 50807 Wright | 9 | 5 | 55.6 | 33.3 | 0.0 | 33.3 | 100.0 |
| 50901 Elgin | 5 | 2 | 40.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 51101 Rock Valley | 21 | 12 | 57.1 | 83.3 | 83.3 | 25.0 | 9.1 |
| 51201 Harper | 13 | 10 | 76.9 | 88.9 | 80.0 | 44.4 | 0.0 |
| 51301 Illinois Valley | 6 | 3 | 50.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 51401 Illinois Central | 18 | 10 | 55.6 | 70.0 | 70.0 | 20.0 | 0.0 |
| 51601 Waubonsee | 4 | 3 | 75.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51701 Lake Land | 3 | 3 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51901 Highland | 33 | 18 | 54.5 | 100.0 | 83.3 | 61.1 | 6.3 |
| 52001 Kankakee | 20 | 9 | 45.0 | 88.9 | 88.9 | 0.0 | 0.0 |
| 52101 Rend Lake | 7 | 3 | 42.9 | 66.7 | 66.7 | 0.0 | 33.3 |
| 52201 Southwestern | 19 | 7 | 36.8 | 85.7 | 85.7 | 28.6 | 14.3 |
| 52301 Kishwaukee | 7 | 5 | 71.4 | 80.0 | 60.0 | 40.0 | 25.0 |
| 52401 Moraine Valley | 26 | 17 | 65.4 | 88.2 | 88.2 | 23.5 | 6.3 |
| 52601 Lincoln Land | 12 | 9 | 75.0 | 75.0 | 75.0 | 11.1 | 14.3 |
| 52701 Morton | 6 | 4 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52801 McHenry | 13 | 11 | 84.6 | 90.9 | 90.9 | 45.5 | 0.0 |
| 53201 Lake County | 11 | 3 | 27.3 | 66.7 | 66.7 | 33.3 | 0.0 |
| 53301 Southeastern | 13 | 10 | 76.9 | 80.0 | 70.0 | 30.0 | 22.2 |
| 53501 Oakton | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53601 Lewis & Clark | 6 | 5 | 83.3 | 100.0 | 100.0 | 80.0 | 0.0 |
| 53701 Richland | 12 | 10 | 83.3 | 100.0 | 90.0 | 20.0 | 10.0 |
| 53901 Wood | 13 | 11 | 84.6 | 90.9 | 81.8 | 9.1 | 0.0 |
| Totals | 531 | 320 | 60.3 | 91.5 | 84.9 | 38.1 | 6.3 |

SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employ-ment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|
| **520204 - Office Supervision and Management** | | | | | | | |
| 50101 Kaskaskia | 3 | 1 | 33.3 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50201 DuPage | 5 | 2 | 40.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50301 Black Hawk | 1 | 0 | 0.0 | --- | --- | --- | --- |
| 50701 Danville | 2 | 0 | 0.0 | --- | --- | --- | --- |
| 50901 Elgin | 18 | 8 | 44.4 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51001 South Suburban | 114 | 82 | 71.9 | 95.1 | 81.5 | 56.1 | 7.0 |
| 51101 Rock Valley | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51401 Illinois Central | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51701 Lake Land | 2 | 2 | 100.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 52601 Lincoln Land | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53001 Logan | 2 | 0 | 0.0 | --- | --- | --- | --- |
| Totals | 152 | 98 | 64.5 | 95.9 | 84.5 | 49.0 | 5.7 |
| **520205 - Operations Management and Supervision** | | | | | | | |
| 50401 Triton | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51501 Prairie State | 2 | 1 | 50.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 52301 Kishwaukee | 3 | 3 | 100.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 52501 Joliet | 11 | 5 | 45.5 | 83.3 | 83.3 | 33.3 | 16.7 |
| 52801 McHenry | 57 | 31 | 54.4 | 93.5 | 93.5 | 35.5 | 6.5 |
| 53501 Oakton | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 75 | 42 | 56.0 | 92.9 | 93.0 | 35.7 | 7.0 |



SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employ-ment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|
| **520401 Administrative Assistant/Secretarial Science, General** | | | | | | | |
| 50201 DuPage | 22 | 15 | 68.2 | 80.0 | 80.0 | 6.7 | 7.7 |
| 50301 Black Hawk | 3 | 3 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50401 Triton | 9 | 5 | 55.6 | 80.0 | 80.0 | 20.0 | 20.0 |
| 50501 Parkland | 7 | 7 | 100.0 | 71.4 | 71.4 | 14.3 | 28.6 |
| 50601 Sauk Valley | 10 | 8 | 80.0 | 87.5 | 87.5 | 25.0 | 12.5 |
| 50701 Danville | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50803 Malcolm X | 1 | 1 | 100.0 | — | — | — | — |
| 50805 Olive-Harvey | 2 | 2 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50806 Daley | 1 | 0 | 0.0 | — | — | — | — |
| 50901 Elgin | 2 | 2 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51001 South Suburban | 14 | 6 | 42.9 | 100.0 | 66.7 | 33.3 | 20.0 |
| 51101 Rock Valley | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51201 Harper | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51401 Illinois Central | 7 | 4 | 57.1 | 100.0 | 100.0 | 50.0 | 0.0 |
| 51501 Prairie State | 5 | 1 | 20.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 51601 Waubonsee | 2 | 2 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51701 Lake Land | 5 | 5 | 100.0 | 80.0 | 80.0 | 0.0 | 20.0 |
| 51801 Sandburg | 11 | 8 | 72.7 | 100.0 | 100.0 | 25.0 | 0.0 |
| 51901 Highland | 4 | 3 | 75.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52001 Kankakee | 9 | 3 | 33.3 | 100.0 | 100.0 | 33.3 | 0.0 |
| 52101 Rend Lake | 5 | 5 | 100.0 | 80.0 | 80.0 | 0.0 | 0.0 |
| 52201 Southwestern | 18 | 9 | 50.0 | 100.0 | 100.0 | 44.4 | 0.0 |
| 52301 Kishwaukee | 8 | 6 | 75.0 | 100.0 | 100.0 | 16.7 | 0.0 |
| 52401 Moraine Valley | 12 | 7 | 58.3 | 85.7 | 85.7 | 14.3 | 0.0 |
| 52501 Joliet | 12 | 10 | 83.3 | 90.0 | 90.0 | 10.0 | 0.0 |
| 52601 Lincoln Land | 7 | 5 | 71.4 | 100.0 | 80.0 | 40.0 | 0.0 |
| 52701 Morton | 5 | 3 | 60.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 52801 McHenry | 18 | 13 | 72.2 | 100.0 | 100.0 | 38.5 | 0.0 |
| 52901 Lincoln Trail | 5 | 5 | 100.0 | 100.0 | 100.0 | 20.0 | 0.0 |
| 52902 Olney Central | 14 | 5 | 35.7 | 100.0 | 100.0 | 20.0 | 0.0 |
| 52903 Wabash Valley | 2 | 2 | 100.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 52904 Frontier | 2 | 2 | 100.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 53001 Logan | 1 | 0 | 0.0 | — | — | — | — |
| 53201 Lake County | 31 | 20 | 64.5 | 95.0 | 95.0 | 35.0 | 5.0 |
| 53301 Southeastern | 2 | 2 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53401 Spoon River | 3 | 2 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53501 Oakton | 8 | 4 | 50.0 | 100.0 | 100.0 | 25.0 | 0.0 |
| 53601 Lewis & Clark | 8 | 6 | 75.0 | 100.0 | 83.3 | 83.3 | 16.7 |
| 53701 Richland | 18 | 13 | 72.2 | 100.0 | 92.3 | 23.1 | 0.0 |
| 53901 Wood | 6 | 3 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 54001 Heartland | 6 | 5 | 83.3 | 100.0 | 100.0 | 20.0 | 0.0 |
| Totals | 308 | 205 | 66.6 | 94.1 | 91.7 | 24.0 | 4.6 |



SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employ-ment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|
| **520402 - Executive Assistant** | | | | | | | |
| 50101 Kaskaskia | 1 | 1 | 100.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 50401 Triton | 2 | 2 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50501 Parkland | 6 | 3 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50701 Danville | 10 | 5 | 50.0 | 80.0 | 80.0 | 20.0 | 20.0 |
| 50901 Elgin | 8 | 6 | 75.0 | 83.3 | 83.3 | 33.3 | 0.0 |
| 51001 South Suburban | 6 | 5 | 83.3 | 100.0 | 100.0 | 20.0 | 0.0 |
| 51201 Harper | 8 | 6 | 75.0 | 100.0 | 83.3 | 50.0 | 0.0 |
| 51601 Waubonsee | 1 | 0 | 0.0 | — | — | — | — |
| 52401 Moraine Valley | 2 | 0 | 0.0 | — | — | — | — |
| 52901 Lincoln Trail | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53001 Logan | 2 | 0 | 0.0 | — | — | — | — |
| 53501 Oakton | 6 | 4 | 66.7 | 75.0 | 75.0 | 0.0 | 25.0 |
| 53501 Oakton | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 54 | 34 | 63.0 | 91.2 | 88.2 | 23.5 | 6.3 |
| **520403 - Legal Administrative Assistant/Secretary** | | | | | | | |
| 50201 DuPage | 1 | 0 | 0.0 | — | — | — | — |
| 50401 Triton | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50601 Sauk Valley | 3 | 2 | 66.7 | 100.0 | 100.0 | 50.0 | 0.0 |
| 50901 Elgin | 1 | 0 | 0.0 | — | — | — | — |
| 51701 Lake Land | 3 | 3 | 100.0 | 66.7 | 66.7 | 33.3 | 0.0 |
| 51801 Sandburg | 3 | 3 | 100.0 | 66.7 | 66.7 | 33.3 | 33.3 |
| 52001 Kankakee | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52201 Southwestern | 4 | 1 | 25.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52301 Kishwaukee | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52401 Moraine Valley | 2 | 1 | 50.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 52801 McHenry | 1 | 1 | 100.0 | 100.0 | 0.0 | 100.0 | — |
| 53001 Logan | 1 | 0 | 0.0 | — | — | — | — |
| 53601 Lewis & Clark | 1 | 1 | 100.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 53901 Wood | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 26 | 16 | 61.5 | 88.2 | 82.4 | 35.3 | 6.7 |
| **520404 - Medical Administrative Assistant/Secretary** | | | | | | | |
| 50501 Parkland | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50601 Sauk Valley | 5 | 4 | 80.0 | 75.0 | 75.0 | 0.0 | 25.0 |
| 50701 Danville | 5 | 4 | 80.0 | 75.0 | 75.0 | 0.0 | 0.0 |
| 50901 Elgin | 1 | 0 | 0.0 | — | — | — | — |
| 51101 Rock Valley | 2 | 1 | 50.0 | 100.0 | 100.0 | 100.0 | 0.0 |
| 51401 Illinois Central | 4 | 3 | 75.0 | 100.0 | 100.0 | 33.3 | 0.0 |
| 51701 Lake Land | 4 | 4 | 100.0 | 100.0 | 75.0 | 50.0 | 0.0 |
| 51801 Sandburg | 3 | 2 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52001 Kankakee | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52101 Rend Lake | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52201 Southwestern | 3 | 2 | 66.7 | 50.0 | 50.0 | 50.0 | 50.0 |
| 52601 Lincoln Land | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 52701 Morton | 3 | 3 | 100.0 | 66.7 | 66.7 | 0.0 | 33.3 |
| 52902 Olney Central | 11 | 5 | 45.5 | 100.0 | 100.0 | 40.0 | 0.0 |
| 53001 Logan | 3 | 1 | 33.3 | 0.0 | 0.0 | 0.0 | — |
| 53101 Shawnee | 1 | 1 | 100.0 | 100.0 | 0.0 | 100.0 | — |
| 53301 Southeastern | 1 | 1 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 53601 Lewis & Clark | 3 | 3 | 100.0 | 100.0 | 100.0 | 66.7 | 0.0 |
| 53901 Wood | 3 | 2 | 66.7 | 100.0 | 100.0 | 0.0 | 0.0 |
| Totals | 59 | 40 | 67.8 | 87.5 | 82.5 | 25.0 | 8.3 |

SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**Illinois Community College Board**

**Table C**

**OCCUPATIONAL FOLLOW-UP SUMMARY BY COLLEGE AND CIP**

| College | | Number Surveyed | Number Responding | Response Rate | Combined Employment Cont Ed Rate | Employ-ment Rate | Continuing Education Rate | Unemployed/ Seeking Employment |
|---|---|---|---|---|---|---|---|---|
| 520407 - Information Processing/Data Entry Technician | | | | | | | | |
| 50301 | Black Hawk | 12 | 11 | 91.7 | 90.9 | 90.9 | 27.3 | 9.1 |
| 50501 | Parkland | 1 | 0 | 0.0 | — | — | — | — |
| 50601 | Sauk Valley | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50701 | Danville | 7 | 5 | 71.4 | 80.0 | 80.0 | 20.0 | 20.0 |
| 50801 | Kennedy-King | 2 | 2 | 100.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 50806 | Daley | 56 | 30 | 53.6 | 80.0 | 72.0 | 20.0 | 18.2 |
| 50901 | Elgin | 7 | 5 | 71.4 | 100.0 | 100.0 | 16.7 | 0.0 |
| 51001 | South Suburban | 1 | 0 | 0.0 | — | — | — | — |
| 51101 | Rock Valley | 14 | 11 | 78.6 | 90.9 | 90.9 | 36.4 | 9.1 |
| 51301 | Illinois Valley | 10 | 5 | 50.0 | 80.0 | 80.0 | 20.0 | 0.0 |
| 51401 | Illinois Central | 2 | 1 | 50.0 | 100.0 | 100.0 | 0.0 | 0.0 |
| 51501 | Prairie State | 11 | 5 | 45.5 | 60.0 | 60.0 | 20.0 | 25.0 |
| 51601 | Waubonsee | 21 | 10 | 47.6 | 90.0 | 70.0 | 60.0 | 22.2 |
| 51801 | Sandburg | 6 | 4 | 66.7 | 100.0 | 100.0 | 75.0 | 0.0 |
| 52001 | Kankakee | 6 | 4 | 66.7 | 50.0 | 50.0 | 50.0 | 33.3 |
| 52201 | Southwestern | 90 | 51 | 56.7 | 88.2 | 84.3 | 17.6 | 6.5 |
| 52301 | Kishwaukee | 1 | 0 | 0.0 | — | — | — | — |
| 52501 | Joliet | 25 | 9 | 36.0 | 100.0 | 88.9 | 33.3 | 11.1 |
| 52601 | Lincoln Land | 19 | 11 | 57.9 | 100.0 | 90.9 | 27.3 | 9.1 |
| 52701 | Morton | 19 | 8 | 42.1 | 87.5 | 75.0 | 12.5 | 0.0 |
| 52801 | McHenry | 19 | 15 | 78.9 | 93.3 | 73.3 | 66.7 | 21.4 |
| 52901 | Lincoln Trail | 2 | 2 | 100.0 | 100.0 | 100.0 | 50.0 | 0.0 |
| 52902 | Olney Central | 19 | 3 | 15.8 | 100.0 | 100.0 | 33.3 | 0.0 |
| 52903 | Wabash Valley | 14 | 14 | 100.0 | 85.7 | 85.7 | 28.6 | 14.3 |
| 52904 | Frontier | 16 | 12 | 75.0 | 72.7 | 66.7 | 18.2 | 27.3 |
| 53101 | Shawnee | 1 | 0 | 0.0 | — | — | — | — |
| 53201 | Lake County | 46 | 24 | 52.2 | 75.0 | 75.0 | 37.5 | 10.0 |
| 53701 | Richland | 9 | 8 | 88.9 | 100.0 | 100.0 | 25.0 | 0.0 |
| 54001 | Heartland | 8 | 4 | 50.0 | 100.0 | 80.0 | 20.0 | 0.0 |
| | Totals | 446 | 255 | 57.2 | 86.9 | 81.3 | 29.1 | 11.3 |



SOURCE OF DATA: Fiscal Year 2002 Occupational Follow-up Data

**U.S. Department of Education**
*Office of Educational Research and Improvement (OERI)*
*National Library of Education (NLE)*
*Educational Resources Information Center (ERIC)*

ERIC

# REPRODUCTION RELEASE

(Specific Document)

## I. DOCUMENT IDENTIFICATION:

| | |
|---|---|
| Title: Follow-Up Study of Fiscal Year 2001 Occupational Program Graduates | |
| Author(s): Illinois Community College Board | |
| Corporate Source: | Publication Date: October 2002 |

## II. REPRODUCTION RELEASE:

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, *Resources in Education* (RIE), are usually made available to users in microfiche, reproduced paper copy, and electronic media, and sold through the ERIC Document Reproduction Service (EDRS). Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce and disseminate the identified document, please CHECK ONE of the following three options and sign at the bottom of the page.

The sample sticker shown below will be affixed to all Level 1 documents

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

Sample

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

Level 1 ↑ [X]

Check here for Level 1 release, permitting reproduction and dissemination in microfiche or other ERIC archival media (e.g., electronic) *and* paper copy.

The sample sticker shown below will be affixed to all Level 2A documents

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL IN MICROFICHE, AND IN ELECTRONIC MEDIA FOR ERIC COLLECTION SUBSCRIBERS ONLY, HAS BEEN GRANTED BY

Sample

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

2A

Level 2A ↑ [ ]

Check here for Level 2A release, permitting reproduction and dissemination in microfiche and in electronic media for ERIC archival collection subscribers only

The sample sticker shown below will be affixed to all Level 2B documents

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Sample

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

2B

Level 2B ↑ [ ]

Check here for Level 2B release, permitting reproduction and dissemination in microfiche only

Documents will be processed as indicated provided reproduction quality permits.
If permission to reproduce is granted, but no box is checked, documents will be processed at Level 1.

*I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce and disseminate this document as indicated above. Reproduction from the ERIC microfiche or electronic media by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries.*

**Sign here, → please**

| | | |
|---|---|---|
| Signature: on file | Printed Name/Position/Title: Virginia McMillan, Executive Vice Pres. | |
| Organization/Address: Illinois Community College Board<br>401 East Capitol Ave, Springfield, IL 62701 | Telephone: 217/785-0011 | FAX: 217/785-0090 |
| | E-Mail Address: vmcmillan@iccb.state.il.us | Date: 10/21/02 |

(over)

## III. DOCUMENT AVAILABILITY INFORMATION (FROM NON-ERIC SOURCE):

If permission to reproduce is not granted to ERIC, *or*, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents that cannot be made available through EDRS.)

| |
|---|
| Publisher/Distributor: |
| Address: |
| Price: |

## IV. REFERRAL OF ERIC TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER:

If the right to grant this reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

| |
|---|
| Name: |
| Address: |

## V. WHERE TO SEND THIS FORM:

Send this form to the following ERIC Clearinghouse:

Eric Clearinghouse for Community Colleges
3051 Moore Hall / UCLA
Box 951521
Los Angeles, CA 90095-1521

However, if solicited by the ERIC Facility, or if making an unsolicited contribution to ERIC, return this form (and the document being contributed) to:

**ERIC Processing and Reference Facility**
**4483-A Forbes Boulevard**
**Lanham, Maryland 20706**

**Telephone:** 301-552-4200
**Toll Free:** 800-799-3742
**FAX:** 301-552-4700
**e-mail:** info@ericfac.piccard.csc.com
**WWW:** http://ericfacility.org

EFF-088 (Rev. 2/2000)